

## **APPLICATION FORM GUIDANCE NOTES**

The information on the application form is used to decide whether we should invite you for interview. The standard of applications received for posts is high and it therefore is important that you complete the form correctly.

### **How to ensure it is correctly completed:**

Read through all the information supplied to you. You should pay particular attention to the Job Description, which outlines the duties of the post, and the Person Specification, which states the skills, experience and qualifications that are required for a person to be able to do the job.

The **Job Description** does not include all tasks which may be undertaken by the post-holder, but gives an outline of the main duties, which are currently undertaken.

The **Person Specification** details the skills, qualifications and experience necessary for the job as either “essential” or “desirable” and you should try to demonstrate as concisely as possible how you meet these specifications.

The application form is designed so that information can be compared on a like for like basis. CVs are unlikely to address the particular demands of the post.

### **Purpose of each section:**

#### **Personal Details**

This is the information that we will need in order to contact you.

#### **Education and Training**

Give details of all education, training and qualifications undertaken from secondary school onwards.

#### **Membership of Professional Bodies**

Give details of any professional bodies of which you are a member, including the membership grade.

#### **Present Employment**

Give details about your present or most recent job.

#### **Previous Employment**

Give details of your other jobs in date order from the most recent and listing all work since leaving school/college. You should explain any gaps in your employment history and continue on a separate sheet if necessary.

#### **General Information in Support of Application**

In this section you will need to explain why you think you can do the job. You should demonstrate how you meet the person specification by fully describing any relevant work, experience or training you have had. This could be paid work, voluntary work or work done

at home. Please note that if you are able to demonstrate that you can meet the essential criteria and why, the probability of being selected for interview is greater, so make sure that you do this on the form. Also outline any career objective, which you may have.

### **Referees**

Your first referee should be your present employer, or if you are not employed at present, your last employer. Your second referee may be a previous employer or someone who has knowledge of your skills and can comment on your ability to do the job for which you are applying. An example of this would be a person of responsibility from a club or charity you are involved in or where you do voluntary work, or your school or college.

### **Rehabilitation of Offenders**

You are expected to complete this section. If you have been convicted of a criminal offence irrespective of whether these convictions are “spent” or “unspent” you must provide this information as this post is exempt from the Rehabilitation of Offenders Act 1974 under the Exclusions and Exemptions Scotland Order 2003. All employees must have an Enhanced Disclosure check carried out before working directly with service users. All information will be treated in the strictest confidence.

### **Equal Opportunities Monitoring Questionnaire**

This organisation is committed to working towards equal opportunities for all. In order to monitor this, we collect the information asked for on the enclosed Monitoring Form, along with your application form. If you are submitting your application electronically please return the form in a separate envelope marked ‘Confidential’. The information provided will not be seen by or used by those involved in the selection process.

### **Next step**

Your completed application form and person specification will be used to decide if you should be selected for interview. If you are selected for interview you should be notified within three weeks of the closing date.

**Please return your completed application form, marked private & confidential, to:**

**Alison Myles  
CEO  
Angus Carers Centre  
8 Grant Road  
Arbroath  
Angus  
DD11 1JN**

**Or email to [alisonmyles@anguscarers.org.uk](mailto:alisonmyles@anguscarers.org.uk) by Friday 24<sup>th</sup> May at 5 pm.**