

Dear Applicant

**Job Vacancy: [insert role]**

Thank you for your interest in the post for which you have requested information.

### **Application Form**

[Organisation] has adopted an application form as the most appropriate tool for selecting candidates for interview. Please complete the form supplied, in black ink or type, as fully as you can. Please type or write your answers on the form. **CV's will be not accepted. Please do not attach a CV as this will not be considered in the short-listing process.**

We are sorry but due to administrative cost, applicants not selected for interview will not be contacted further.

The closing date for receipt of applications is [DATE] at [TIME].

We look forward to receiving your application.

Yours faithfully

**Name**

**Role**

## **Guidance notes on completing the Application Form**

Please read these notes carefully before completing your application form. This information sheet has been designed to help you proceed with your application.

## **Role Profile & Person Specification**

These outline the key responsibilities of the post and the selection criteria detailing key areas of knowledge, experience and skills required for the post. Read through this carefully. Make sure you give sufficient details to support this. You will also have received a general staff specification applicable to all posts.

## **The Application Form**

The application form must be completed in black ink or typescript as it will be necessary to photocopy your application form – coloured inks other than black do not photocopy well.

## **Personal Details**

It is important that you complete this section accurately, as the information requested is required in order to process your application and to communicate with you. It is a requirement under the Asylum and Immigration Act 1996 that we do not offer employment to someone who does not have the right to live and work in the UK. If you are successful in being offered this post, it will be conditional on you providing proof to us that you have this right. The easiest way is to provide evidence that you have a National Insurance number, although many alternative documents can also be accepted.

## **Career History**

Remember to include any voluntary and/or part time work that you may have undertaken. If you've never been in paid employment or have not worked for a long time, think carefully about any experience that you may have gained, not necessarily in a formal work setting.

Please ensure that you include your current or most recent employment even if you feel the job is not relevant to your current application. Explain clearly the main features of your current or most recent job. You should confirm salary details for any posts within the last five years.

## **Education, professional qualifications and training**

Any qualifications, which are required for the job, will be set out in the person specification and you should list these in this section. You may also like to include any other qualifications you possess or training courses you have attended which you feel are relevant for the post.

## **Most relevant experience/reasons for applying**

Use this section to show us how your knowledge, experience and skills etc. match the selection criteria listed under Skills and Experience. Do not simply repeat your employment history but look at the knowledge, skills and experience etc. required to do

the job and show how you possess these by giving specific examples from your own experience. Do not leave out any relevant knowledge, experience or skills gained outside full time work. Do not simply say that you can do the job; or that you possess the requisite skill or ability to undertake specific parts of the role, say how you can do it and make positive statements in a clear and concise way.

If necessary you can continue on a separate sheet(s). Any continuation should not total more than three handwritten pages or two typed pages but ensure that each page is numbered, includes your name and the position for which you are applying.

### **References**

We will approach the referees of shortlisted candidates only. You should give the details in the spaces provided of the person(s) most able to confirm your suitability for the post for which you are applying.

You must provide details of your present or most recent employer as your first referee and the second referee as a previous employer. We reserve the right to contact past employers where it seems necessary. If you have not worked in paid employment, you may provide the name and address of any one that knows you well – to confirm the information that you have provided and comment on your suitability for the job. Please do not give the names of friends or relatives, as they will not be approached for a reference.

### **Equality and Valuing Diversity**

We are committed to a policy of Equality and Valuing Diversity to ensure that all applicants are treated fairly.

### **Further Information**

Please remember to sign your application form.

Make sure your application is returned by the closing date specified, to:

[insert name and address or email]

Late applications will not be considered after 5pm on the specified closing date or other time agreed.

It is not possible to reply individually to all applicants. If you have not heard from us within 4 weeks after the closing date, please assume on this occasion that you have been unsuccessful.

Published on the CVS Falkirk Resource Library ([www.cvsfalkirk.org.uk](http://www.cvsfalkirk.org.uk))

Version: 1.0

Published: October 2017 Review date: October 2018