



GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS

Please complete your application legibly using block capitals. If possible please use black ink as this will make it easier for us to read any photocopied forms. You may also complete the form on the PC.

We only use Application Forms to decide who is shortlisted and therefore please do not attach your curriculum vitae (CV), testimonials or any other documents with your application (except continuation sheets). CV's will not be considered.

In completing the application form, there are a few guidelines you may find helpful:

- practise on blank paper and make sure your answers are neat and clear, with no errors
- write out the actual form lightly in pencil first
- check you've completed all the relevant parts, and signed the form
- take a photocopy in case you get an interview
- send off the form in time for the closing date
- think 'ABC' - Accurate, Brief and Clear

Completing the personal information

The personal information we request enables us to contact you, either to invite you to an interview, or to advise you that you have not been successful. Occasionally, we may need to contact you by telephone so please make sure you give us a number that is convenient for us to call you on.

Education and Training

This section is your opportunity to provide us details with any education, or training that you have completed, together with any qualifications. Some positions will require a specific qualification, in which case this will be stated on the 'Person Specification'. If you do not have the 'essential' qualifications required (or an equivalent), it is very unlikely that you will be interviewed. If the qualification is 'desirable', you may be asked to interview depending on the number of applications and how closely they match the 'Person Specification'.

Employment History

This section provides us with the basic details of your employment. There is not a lot of room in this section, so please do not try to include any more than the bare facts. Please remember to start the list with your current, or most recent employer, and continue in date order. If you have any gaps in your employment history, please enter the dates in the appropriate column and then write Gap and the reason for the gap in the Employer column (e.g. unemployed, undertaking training, raising a family). Please do not forget to include your reasons for leaving as well as the current salary.

Leisure Interests

Leisure interests can provide useful information to help assess suitability for a particular position. It is important that you include all interests, but especially those that give you experience or knowledge that can be used for the post.

Additional Information

It is important to provide evidence that you can meet each of the *essential* requirements in the person specification, by giving specific examples of what you have done and how you believe you meet the requirements. We suggest that you use the selection criteria as headings, in the order they have been listed, to make sure that you address them all in turn.

You can refer to any relevant skills, knowledge or experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work. But please remember to explain how your experience, skills and knowledge meet the requirements in the person specification and the duties and responsibilities in the job description.

Please use additional sheets of paper if appropriate, ensuring that your name is on each sheet.

General Information

There are a number of questions in this section that we are required to ask as part of the recruitment process and others that help us to establish the most appropriate candidate for the job. Please ensure that you answer each question as accurately as you are able to. If you are unsure about the answer to a question, please remember to ask us about it if you are invited to an interview. Please note that any offer of employment with SCDA is subject to pre-employment checks that include a Criminal Records Bureau check.

Employment References

Please ensure you provide us with two referees, including your current (or last) employer and please remember to sign and date your form. If you are shortlisted, your referees will only be contacted if you indicate on the form that you have no objections to this.

Disability

If you are invited to attend an interview or selection tests or, you will automatically be asked if you need any particular adjustments in order to allow you to participate fully in the process. If, when you receive the invitation, you are not sure whether you may need particular adjustments please contact HR on 01273 519140 or hr@sussexcommunity.org.uk

Monitoring

We collate and produce anonymous information giving the breakdown of job applicants by race, gender, and disability. We will use the information gained to highlight possible inequalities and assist us with investigating their underlying causes and, removing any unfairness or disadvantage.

Data protection

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will also be used to monitor the effectiveness of our equal opportunities policy. We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that, by signing and submitting the application form(s), you are giving your consent to the processing of your data in the ways described above.