

# Guidance notes for completing the application form for Mind Monmouthshire

Thank you for your interest in Mind Monmouthshire. These notes are intended to help you complete the application form by explaining what you should include in each section.

## Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

## Referees

You must give your last two employers as referees. If you have only one previous employer / have been out of work for some time / haven't been working because you have had caring or childcare responsibilities please give the name of any other person who can provide a reference for you; this should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job please give details of someone in authority from an educational establishment.

## Education, qualifications and information in support of your application – Part B

### Information in support of your application

This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification. Read through the job description and person specification and think of an example (or two examples) from your present or most recent post that show you have the required knowledge/skill/experience. You may also use experience from voluntary work, academic work or hobbies.

- Say what you were trying to achieve and why.
- Describe your role, don't say "we", say what you did.
- Say what the outcome was. Did you achieve what you set out to do?
- Were there any problems and how did you overcome them?

It is our intention to appoint the most suitable candidate for every vacancy. To do this fairly we need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed job description and person specification.

Please remember that we are not able to take into account previous applications, or work you have done for us, or any personal knowledge of you. This means that if you already have some contact with Mind Monmouthshire we will not take account of anything we know about you already. The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for an interview.

Your application form is therefore very important. The following advice is designed to help you complete it as effectively as possible.

### The Application Form

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in carefully. Incomplete forms may not be considered in short listing.

All sections of the application form should be completed. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet.

### The Job Description

A full job description for the post is enclosed. As well as setting out the job tasks, this gives information of conditions of service, salary scale, and the closing date for the receipt of applications. Please read this information carefully, as these details cannot be negotiated.

### The Person Specification

The Recruitment and Selection Panel agree what skills, experience and abilities are necessary for the post holder to do the tasks of the job. These are contained in the Person Specification. You should tell us how you meet these specifications in your application. Remember that the skills and experience you have from your personal life, and from any voluntary work, may be relevant to this. It may help to give an example of how you use a particular skill.

If you are unemployed or have been out of paid employment for some time, or have just left school/college/university, you may wish to include relevant experience from voluntary work or education.

### Data protection

If your application is unsuccessful, the information on your application form will be kept for 1 month and then destroyed.

### The Equality Act

We accept applications in a number of formats including large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal activities. If you tell us you have a disability we will make reasonable adjustments during recruitment. If you are appointed to the post we will make reasonable adjustments to where you work and to your working arrangements.

### Equal opportunities form

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.