Application Form

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

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| **Position applied for:**If you obtained this position, would you continue in any other employment? Where did you see this job advertised? |
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| **Personal details** Title: Forename(s): Surname:  Address:  Postcode:  Mobile telephone:  Email: |
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| Do you have the right to work in the UK?  Note: the organisation will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | YES | NO |

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| **Education** | | |
| School, college, etc | Dates | Qualifications |

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| **Membership of Professional Organisations** | | |
| Date Joined | Institute / Organisation | Grade of Membership (where appropriate) |

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| **Training** | | |
| Course / Institution | Dates | Awards Achieved |

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| **Current/most recent employment** | | |
| Name & address of employer | Dates | Reason for leaving |
| **Job title** and duties (including key achievements) | | |

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| **Previous employment** | | | |
| Name & address of employer | Dates | Job title or duties | Reason forleaving |

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| **List any absences from work during your last 12 months (other than holidays) with reasons.** |

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| **Personal Statement (Abilities, skills, knowledge and experience)**  Please use this section to explain in detail how you meet the requirements of the Person Specification (please cover the specific headings in the person specification). If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary. |

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| **Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974?**  **If yes, please give details / dates of offence(s) and sentence:**  The information provided will be confidential and will be considered only in relation to this application. |

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| **References**  Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. | |
| **Reference 1:**  Name:  Position:  Work Relationship:  Organisation:  Address:  Post code:  Telephone: | **Reference 2:**  Name:  Position:  Work Relationship:  Organisation:  Address:  Post code:  Telephone:  Email:  Are you willing for this referee to be approached prior to the interview |
| Email:  Are you willing for this referee to be approached prior to the interview |

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| **Declaration**  The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.  Signed: Date: |
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If you are returning this form by email, you will be asked to sign your application at interview.

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| **RETURNING THIS FORM** | |
|  **By Hand or Post:**  1 Addington Square,  Camberwell, London  SE5 0HF | **By E-Mail:**  [recruitment@communitysouthwark.org](mailto:recruitment@communitysouthwark.org)  **Enquiries:**  Telephone: 020 7358 7020 |

**GUIDANCE NOTES FOR THE APPLICATION FORM**

**Read all the information, especially the Job Description and Person Specification. The Job Description outlines the duties you would be expected to carry out in this post. The Person Specification lists the skills, knowledge experience and abilities that our short listing panel will be looking for.**

You should give specific examples of how your skills, experience, knowledge and abilities meet the criteria on the Person Specification. Do not merely repeat the criteria.

Arrange your paragraphs in the order that they appear on the person specification. Each paragraph or section should be given an appropriate title. It is best to use the words that have been used by us on the person specification as your headings.

Decide in advance what we need to learn about you. Being selected for interview requires achieving a balance of answering the questions that the application form asks of you and proactively promoting your key selling points.

In your mind, or in rough, convert the points on the person specification to questions by adding the prefix "Have you got?" or "can you?" and so on.

Substantiate your statements by giving details of how you gained the skills and examples of how you have used them. As far as possible, you need to convince us that you have the ability that you claim. You must demonstrate your skills, not just mention them.

To the end of each paragraph, add any additional, relevant skills or selling points that you may have.

Use active language. For example do not tell us what happened around you in a previous job. Say what role you played, using language such as “I did....”, “I wrote ...” etc

If you lack certain experience referred to on the person specification, consider how your transferable skills might demonstrate your suitability for the post. Remember that all applicants will probably have some shortcomings for the post. In this situation we will be most interested in candidates who demonstrate their understanding of the role by detailing relevant, alternative skills.

Use different parts of your career history to substantiate your answers so that the recruitment panel gets the broadest possible view of your past experience as well as current skills.

Remember that other skills and experiences outside of work may be relevant. For example voluntary activity (or even your home life) should be mentioned if it relates to the Job Description and Person Specification.