

GUIDANCE NOTES TO APPLICANTS

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM.

The application form is an essential part of the recruitment process as it is used to decide who will be shortlisted for interview. Please ensure, therefore, that you read the Job Description, Person Specification and these notes carefully before completing your application form.

Please Note: CVs and faxed applications will not be accepted.

JOB DESCRIPTION

The Job Description contains details of the duties and responsibilities of the post for which you are applying. These are outlined as comprehensively as possible to give a clear idea of what will be required of the post holder.

PERSON SPECIFICATION

The Person Specification lists the requirements of the post, in terms of experience, knowledge, skills and abilities. These are the criteria used in deciding who will be called for interview; they are also the criteria on which interview questions will be based. It is therefore vital that you consider the requirements listed in the Person Specification when completing your application form and that you demonstrate in your application how your skills and experience meet these requirements.

EQUALITY & DIVERSITY MONITORING

This form is used to assess whether our advertising is reaching all sections of the community. It plays no part in the application or recruitment process. The monitoring form is anonymous and is separated from your application on arrival at the Brigitte office by a person who is not on the shortlisting or interview panel. We would be grateful if you could complete this form and return it with your application.

APPLICATION FORM

Please complete the form in black ink and use capital letters or typescript throughout.

The Application Form is divided into six sections. It is essential that you complete each section as fully as possible.

SECTION ONE – Personal Details

This section is for your personal and contact details.

SECTION TWO – Referees

Please give the names and contact details of two people who are able to provide references in support of your application. If you have been employed, one of these referees should be your present or most recent employer. If you have not been employed, please give the names of any two people, other than relatives, who know you well and would be willing to provide a reference. **References will not be**

taken up until a job offer has been made.

Please note that Sections One and Two are detached from your application on arrival at the Centre and remain separate from the rest of your application throughout the shortlisting process.

SECTION THREE – Education & Training

Outline in this section any educational qualifications you have gained through either full or part-time study. List, in each case, details of the courses attended, the dates attended (from/to) and the subject, type of qualification and grade acquired.

We would also like details of any other relevant training courses you have been on or are currently undertaking and of any other qualifications or special skills which you have gained.

SECTION FOUR – Employment History

This section is for you to list your employment history, starting with your current or most recently held post. In each case give the dates of your employment, the name and address of your employer, your job title, the main responsibilities of the post and your reason for leaving.

If you have never had paid employment, please state this and ensure that you outline all your other relevant experience in Sections Five and Six.

SECTION FIVE – Voluntary Work Experience

Please outline in this section any voluntary work experience you have gained. Give details of when the voluntary work took place, the organisation with whom you volunteered, the nature of your voluntary role and any training which you received.

SECTION SIX – Information in support of your Application

This is the most important section of the form. It is your opportunity to tell us why you want to join The Brigitte Trust in this post and what makes you a good candidate for the job. Complete this section as per the Person Specification e.g. points 1-14. Relate your skills, knowledge and experience to the criteria listed as fully as possible with reference to your paid and/or unpaid work experience, training and qualifications as appropriate.

Voluntary or community work, relevant leisure and non-work interests/experience, including skills acquired in running a home and/or organising a family may be just as relevant in this section as paid employment: please make reference to these if they have been a major part of your experience.

Please ensure that you have signed and dated the front of your application form and return it with the equality and diversity monitoring form to:

The BRIGITTE TRUST, 316 High Street, Dorking, Surrey. RH4 1QX

THE DEADLINE FOR APPLICATIONS IS PRINTED ON THE FRONT OF THE APPLICATION FORM