

South Yorkshire Centre for Inclusive Living GUIDANCE ON COMPLETING YOUR APPLICATION FORM

These guidance notes have been written to help you make the best application. We suggest you read through these notes carefully before you fill in the application form. It is also useful to read the additional information we have given to you to enable you to decide whether it is the job for you as well as you for the job.

1. The decision to shortlist you for an interview will be based solely on the information that you provide on the application form. **Do not enclose your CV as this will not be considered.** For example, if we ask for experience if using a word processor, then state what type of experience you have, for what purposes and what software packages you have used.
2. Please take note of the competency specification supplied, which relates to the job description and is to let you know what knowledge, skills, experience, abilities and qualifications we require for the job.
3. The job description supplied for the job gives details of the duties. You should also read this carefully. Have you done these or similar duties before.
4. Your knowledge and skills are important. **THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB.** It is not enough to state your career history. Look at the competency specification and what knowledge, skills and abilities are needed to do the job adequately. Do not forget the skills and experience which you may have gained outside your work, e.g. voluntary work.
5. Two referees should be given. One should be your present / most recent employer. Internal candidates should give the name of their senior manager. Choose those who can best comment on your ability to do this job. If you have been unemployed for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information you have given.
6. Look at the closing date on the advertisement and post your application to reach us prior to this date, allowing for any delays in the postage system.

**PLEASE ENSURE THAT YOU HAVE INDICATED CLEARLY THE
POST FOR WHICH YOU HAVE APPLIED**