

Age Concern Slough and Berkshire East – Guidance Notes For Applicants

THE APPLICATION FORM

The following information will help you complete the application form. The application form plays an essential part in choosing the right person for the job. It is only the information contained in our application form that will decide whether or not you are short-listed for an interview. Read through the job description and person specification so that you know exactly what the job is. No assumptions will be made about your skills and experience so it is essential that you tell us how you meet the criteria, e.g. If you are a secretary tell us what this involves, do not assume that the title 'secretary' explains everything.

Selection Criteria

Selection criteria are the basic skills, abilities, knowledge and experience you will need to do the job and they are listed in the person specification. The selection criteria are produced from the Job description which lists the main duties of the post. The selection criteria are used to decide who is called for an interview and also as a basis for the questions to be asked at the interview. Under our Equal Opportunities Policy both internal and external candidates are treated the same and use of selection criteria helps us to select people more objectively and fairly. The Person Specification should help you to match your abilities against our selection criteria.

Reference Details

All offers of employment depend on us receiving two satisfactory references for you – it is therefore important that you provide details of two references, at least one of whom should be your current or previous employer. The second reference wherever possible should also be that of a previous employer.

Previous Employment

Please complete this section in date order, beginning with your most recent job and listing all work since leaving school/college. Any gaps in your employment history must be explained.

Statement of application

Rather than simply repeating your employment history, look at the skills, abilities and knowledge required by the job and provide evidence that you have these skills, by giving examples. It is not enough to simply say that you can do or have done a job, think about what was involved and the different skills and knowledge you used. In writing about you skills and abilities, talk about your own individual experiences and not the general work of the team or organisation that you were involved with.

If you have been out of paid employment for a long time, or have never been in employment, you may have a lot of experience and skills gained by running a home, or by being involved in school, college, community, voluntary and/or social activities. Don't forget to consider relevant skills you may have gained outside of work.

Declaration

It is essential that you read and sign the declaration. Providing any misleading or false information to support your application, or canvassing, directly or indirectly, for an appointment will disqualify you, or, if you are appointed, may result in your dismissal.

IMPORTANT

Curriculum Vitae (CV's) are not accepted on their own.

Make sure that you know the closing date and return the form in plenty of time. Your completed application form will be used to decide whether or not you are selected for interview. If you are short-listed, you should hear within 28 days of the closing date.

Because we are striving to keep our costs to a minimum unfortunately we are unable to acknowledge receipt of applications. If you require an acknowledgement please send a stamped self-addressed envelope or postcard with your application.