

APPLYING FOR A JOB WITH THE ELFRIDA SOCIETY

Important advice on completing the Application form.

- A. Your completed application form is the basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills.

This advice note is to help you complete the application form effectively

- B. The Job Description describes the duties and responsibilities of the job. Is the Job Description one that you are interested in?

The Person Specification will be used in determining whether you will be shortlisted. Do you think that you have the skills and experience to apply for the vacancy? Can you support this?

(The following numbers correspond to appropriate sections in the application).

1. **PERSONAL DETAILS**
Make sure that your name, address, and telephone number is legibly written or typed, in black ink or biro.

2. **EDUCATION AND TRAINING**
Give a list of formal and informal training.
Information may be necessary here to assess whether you meet qualification or some other requirement. Ensure nothing important has been omitted.

3. **EMPLOYMENT HISTORY**
Starting with your current or last employer, list all the employers you have worked for; provide the job title, and the period you worked for them. This information may be used to assess whether you have the experience required for the vacancy; check that the dates are correct and are in order.

4. **PREVIOUS RELEVANT EXPERIENCE**
This is probably the most important part of your application as you have to make a case here for selection. Do not repeat your career history, use only the relevant parts.

2.

In considering your experience remember all your previous work.

Consider other relevant experience outside work such as community/voluntary/leisure and other interests.

Your education or general training may be important here. In presenting your skills and abilities specify your own responsibilities, not that of the workplace.

Some person specifications ask for commitment to particular values (e.g. equal opportunities). Statements regarding your values and evidence of how this affects your work should also be included in this section. Look at the person specification again and satisfy yourself that you have fully covered all the requirements listed.

SOME POINTS TO BEAR IN MIND

Your form should be written in a concise, well organised and positive way (use active words such as 'I plan/organised' etc.).

Do a rough draft first - this avoids mistakes and allows you to organise your Application properly.

Do not submit the same application for all jobs - pay attention to the requirements listed in the person specification for this vacancy.

Send your completed application form together with the criminal conviction and monitoring forms to:

The Administrator
The Elfrida Society
34 Islington Park Street
London N.1 1PX