

Guidance Notes – Completing the Application Form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information that you provide in the Application Form. This advice is designed to help you complete the Application Form as effectively as possible.

Examine the Application Pack

Care for the Carers' Application Pack contains a Job Description, Person Specification, Application Form, Guidance Notes, and Terms and Conditions. Read all of this carefully before completing your Application Form. Our website, www.cftc.org.uk, also features a wealth of information about our organisation.

Examine the Person Specification

The Person Specification sets out the minimum skills, knowledge and experience required by Care for the Carers to do the job. Your Application will be assessed to see if you meet the requirements of the Person Specification.

Presentation

- make sure that you read the Application Form fully before you complete it
- type your Application Form and send by email or use a black pen
- read your completed form and check for errors, e.g. spelling
- have you answered every question?
- have you signed it?
- keep a copy of the Application Form for reference
- make sure that you send the Application Form to the correct email address
- make sure that your Application Form will arrive before the closing date and time specified

Completing the Application Form

Factual information. Complete the factual parts of the Application Form first, e.g. name, address, etc.

Education. Try to ensure that you include grades to qualifications you hold. It is also important to record any training undertaken that has not led to a qualification or accreditation.

Employment history. Write the names and addresses of past employers, starting with your most recent employer. Include work experience, voluntary or community work as this can be as relevant as paid employment.

References. Where you are, or have been, employed one referee must be your present or last employer. Otherwise include the details of someone who can say something relevant, or useful about you. If referees know you by another name make sure you include this on the Application Form. Referees cannot be either related to you, or people who live with you. Please include email addresses if possible, as this speeds up the process when taking up references.

Experience and Skills

This is where you make your case for the job. If you do not fill in this section we will be unable to assess your application against the Person Specification.

Ask yourself why you are interested in the job? Would it be a promotion or a good career move sideways to broaden your experience?

Don't just reiterate your career history, analyse the Person Specification. Pick out, and give evidence of, the skills, knowledge and experience that you have gained, to demonstrate that you have the necessary requirements for the job. Try to match your skills, etc. to each item in the Person Specification using separate headings for each of the requirements.

Remember to mention any relevant experience gained outside of work, e.g. voluntary, community or leisure.

Please do not attach a curriculum vitae (CV), or any other information apart from that included on the Application Form.