

## Completing the Application Form

We will use the information supplied on your application form to decide whether to select you for interview. Although filling out application forms may seem like common sense, many candidates miss out on an interview because of a poorly completed application.

### **General Tips**

Please DO NOT send a CV – we will not read any CVs that are sent in and will not accept applications that refer to your CV for answers to the questions on the form.

Keep the job description and person specification to hand when filling in the form – this is what the Guild selection panel will be comparing against, so bear it in mind at all times when considering your answers.

Before you start filling out the form, please check you have all the information you need, e.g. names and addresses of referees, dates of courses etc.

Decide what you are going to write in each section of the form – practice in rough on a photocopied version of the form, and check it thoroughly for mistakes and duplications.

Bad spelling or grammar, tippex, crossing out, or poor handwriting does not give a good impression.

### **Completing the Form**

**Personal Details** - make sure that these are easy to read otherwise we may have problems contacting you.

**Eligibility to work in the UK** – you will be asked to provide proof that you are eligible to work in the UK.

**Qualifications** – you will be asked to provide evidence of qualifications gained.

**Other education** – include brief details here of any courses relevant to this position, e.g. first aid, communication skills, customer service, etc.

**References** – choose two people who know you well, but are not related to you. Please give clear contact details for both referees. It is our policy to contact referees at interview stage.

### **Reasons for applying for this post and relevant experience section**

This question at the end of the form enables us to assess you against the **person specification**. The space provided for answering these questions indicates the length of answer we are expecting – very brief answers mean we cannot get an idea of your skills and experience and you will be unlikely to be selected for interview. You can use the format below to help you:

**Circumstances** - One line to indicate the situation

**Actions** - One or two lines on your contribution to the situation

**Results** - Give an indicator of your success e.g. outcomes or results achieved

**Skills** - Bullet or add a line on skills achieved

Please ensure you answer **all** of the questions on the form.

Do not forget to photocopy your completed form so that you have a record of the information you have supplied.