

# OFF THE RECORD TWICKENHAM

## Notes on Completing the Application Form

### **The Application Form**

Please fill in all sections of the form, in black ink or type. If you use additional sheets, make sure your name is on them.

The application form plays a key part in our recruitment process. The decision to invite applicants to attend an interview is based solely on what is written on the application form.

It is important to give us as much information as you can about yourself and relate this to the job you are applying for. We will use this information to see how well you meet the selection criteria when we short-list for interview.

We will not make assumptions about your achievements or abilities, but will go only on the information given.

### **Completing Your Form**

Please take time to read all the information you receive, particularly the Job Description and Person Specification which outlines the duties of the post and the skills and abilities a candidate will need to do the job.

Before completing the form, consider how your current and previous employment, any voluntary or community work you've done, your experience in running a home, skills you may have gained through sporting, leisure or college activities etc. may be useful in helping you to demonstrate that you meet the selection criteria.

If you have difficulty filling in the form, you can ask someone else to do it on your behalf, but you must sign and date the form to confirm that you agree with the content.

### **Education and Qualifications**

List all formal and informal education and training undertaken and include attendance on in-house and external training courses.

### **Employment Details**

Make sure this is a complete employment and career history, briefly explaining any gaps (e.g. were you raising children, unemployed, travelling etc?) Any relevant unpaid community/voluntary work you may have done also counts as valid experience here.

### **References**

List the names of 2 people willing to give you a reference. At least one should be your present or most recent employer, and the other should be able to comment on your suitability for this role in terms of personal qualities and abilities, if different.

### **Experience and Relevant Skills**

This is the section in which you tell us why you think you can do this job. It will be the main information used to decide whether you are invited for interview. Please go through each point on the Person Specification and explain, giving specific examples where appropriate, how you meet this point. You may draw upon previous jobs, paid or unpaid, or any other relevant experience which you feel equips you to do the job.