

Guidance on filling in an application form

Before you fill in your application form, you should read these guidance notes.

The information you give us in your application form is the only information that we will use to decide whether or not we will short-list you for an interview.

It is very important that you take your time to fill in the application form as fully and accurately as possible.

Equal opportunities

In the interest of equal opportunities, we want to make sure that information about all candidates is gathered in the same format. All applicants should fill in our standard application form.

We will only accept applications in other formats, e.g. CV, audio, large print or on a computer disk, from disabled job applicants.

Equal Opportunities Monitoring

Remember to fill in the employment monitoring form. This helps us to measure the effectiveness of our equal opportunities policy. People who are involved in short-listing and interviews will not see the monitoring forms.

Pre-employment checks

Pre-employment checks conducted by St Cuthberts Care include medical checks, references, CRB disclosure and eligibility to work in the UK.

Some posts require the enclosed Rehabilitation of Offenders Act 1974 Form to be completed. You must give details of any convictions, cautions, reprimands or warnings you may have, both spent and unspent.

Filling in the application form

Please think about every point carefully so that you know what the post involves and whether you can match this in terms of YOUR skills, abilities and knowledge.

Ask yourself why you are interested in the post.

- Read all the information about the position provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided.

- Do not ignore the supporting statement section on the form. It is an important part of the application form because you can tell us about your skills, knowledge and experience.
- Think how you can use your own personal skills, experience and knowledge and relate them to the items listed on the person specification. What skills can you bring to the job?
- Fill in your own form in black ink, or type it, so when we photocopy the form it is clear and legible.
- Make sure that the information you give us is clear, precise, easy to understand and is aimed at the job you are applying for. Use extra sheets if you need to.
- Sign the application form.
- Make sure you send the application form to us on time. We will not consider any applications that we receive after the closing date.
- Please accept our thanks for completing the application form and for the interest you have shown in the work of St Cuthberts Care. We look forward to receiving your application form.

Employment history

Please provide details of all employment history, accounting for any gaps in employment i.e. redundancy, maternity, career breaks etc.

Education & qualifications

You should provide information on qualifications you have gained showing the most recently achieved first on the list. This approach should also be adopted when giving information on further or advanced qualification/s and where memberships of relevant professional bodies are given. If you are selected for interview you will be asked to provide original documents as proof of the qualification/s you have obtained, and proof of membership of relevant professional bodies. Failure to provide such proof may lead to your application not being progressed.

Please give details of skills and knowledge you may have acquired through work experience. You will need to show how you could match these skills and knowledge to the vacancy in question.

Submitting the application

The application PDF can be filled in and submitted by email
or
it can be printed out and submitted by mail.

If you wish to fill the form in online you should submit the form using the Submit Form button, following the instructions below.

1. Fill in the form ensuring that the required fields (the boxes which are highlighted) are completed
2. Once you have checked your details press the submit form button (top right)
- 3a. If you have filled in all of the required fields Adobe will prompt you to select the type of Email Client:

If you are Hotmail, Google Mail, Yahoo etc.

- 3b. Select the Internet Email option
4. Follow the Adobe Instructions and save the PDF
5. Open your email account and send a new email with the PDF attached to recruitment@stcuthbertscare.org.uk

If you are using Microsoft Outlook

- 3b. Select the Desktop Email Application option
4. On pressing OK a pop up box will appear, this will explain that on pressing the Send / Receive button the email will be sent – you can check that this has sent by looking in your Sent items folder
5. You may find it helpful to save a copy of your form for your records
6. Once you have checked your sent items and can confirm that the application has sent, you may close the form.