

ADVICE ON COMPLETING YOUR APPLICATION FORM

Doncaster Mind is committed to equal opportunities in employment therefore Internal and external candidates for each post are treated in exactly the same way. Application forms submitted are the only basis on which we make the decision on who will be called in for an interview. This means that only information which appears on the form can be considered. It is therefore very important that your completed application form contains both the information we need to know about your skills and experience, and the information you want to give us.

These advice notes are intended to help you complete the form effectively.

1. Make sure you read all the information provided, especially the job description and person specification. The job description outlines the duties you would be expected to carry out in this post. The person specification lists the skills, knowledge and abilities that the short-listing/interview panel will be looking for.
2. It may be useful to prepare a rough draft before filling out the application form. The form will be photocopied so it should be completed in black or blue biro. The form may also be completed electronically.
3. On the front page of the form, in the space provided, write the name of the post you are applying for.
4. The pages containing Parts 1,5,6,7,8 will be detached prior to the short-listing. The information provided in Parts 2-4 of the application form is the only information which will be taken into account in deciding whether or not you will be short-listed.
5. Completing Part 8 of the form (Diversity monitoring information) is voluntary but the information requested here is very useful as it allows us to monitor the effectiveness of our practice in implementing equal opportunities in employment. All other parts of the form must be completed by all applicants. Do not forget to sign the form if returning in paper form.
6. Part 4 asks you to note down your general experience and satisfy the short-listing panel that you meet the criteria for being called in for interview, it is therefore the most important part of your application. This is your chance to explain why you are suitable for the post in question. You should try to show how you meet the criteria set out in the person specification. It is not enough to say that you have experience - you must demonstrate experience and skills with specific examples. Make sure you include all relevant experience; this may be from your current or previous jobs, or from experience gained in the home or community.
7. Should you need to use additional sheets, please indicate the name of the post on the top of the sheet **and your name**. Please do not send a copy of your CV in addition to, or in place of, a completed application form and **CV's will not be considered by the short-listing panel**.
8. Make sure your application form is sent in plenty of time to meet the closing date. Forms can be emailed, posted or hand delivered. Applications received after **11.59pm** on the closing date will not be considered.
9. References are normally taken up for short-listed applicants before the interviews. If you do not wish us to contact your current employer before the interview, please make sure you indicate this in Part 6. It is our policy not to make a formal job offer without receiving satisfactory references.