

GUIDANCE NOTES FOR COMPLETING THE ACOXON APPLICATION FORM

ACOXon aims to give all applicants the best possible opportunity to be successful when applying for employment. Please read these notes carefully. The application form plays an important part in our selection process and has been designed to provide relevant information to those involved in the recruitment process.

Our application form is split into 4 parts, personal information, application information, equal opportunities monitoring and rehabilitation of offenders statement. This allows us to only consider the relevant information when making decisions.

GENERAL NOTES:

- Please use a black pen (or type) when completing your application
- Please answer all the questions (if not applicable please clearly mark N/A)

PERSONAL INFORMATION:

- Please enter your details fully and clearly so we can contact you about your application.

APPLICATION INFORMATION:**Employment History:**

- Please provide details of your current (or most recent employment) not just listing your duties but also listing your achievements while in post.
- Please, when detailing your employment history, make sure you explain any gaps (e.g. unemployment or caring).

Skills, Abilities, Knowledge and Experience:

This is your chance to sell yourself and tell us why you should be considered for the post.

- Please read the job description and person specification very carefully and think about how your experience, skills and abilities help you to meet each of the selection criteria for the job.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement. Please feel free to use up to 2 additional A4 sheets if necessary.
- You must address each of the criteria in the person specification. We suggest that you use the criteria as headings in the order they have been listed. It is important that you provide evidence of what you say with examples. Remember to specify your own experience and not the general work of your office or section.

- As well as your work experience you can tell us about experience you have gained through community, voluntary or leisure interests.
- If you have little or no work experience, or haven't worked for a long time, think about how you can transfer skills used at school, college or at home. For example planning a project or course work, organising events or home budgeting or IT skills.
- Check thoroughly for spelling and grammar (and not just with a spell checker). You might find it useful to get someone else to read your statement through as a second opinion.
- Unless you provide evidence that you possess all the essential requirements, supported by relevant examples, you are unlikely to be included in the short-list.
- Please **DO NOT** include your curriculum vitae, testimonials or any other documents with your application. We will not consider any applications in the form of a curriculum vitae.

Disability:

ACOXon welcomes applications from people with disabilities. Please let us know if you need additional assistance from us in order to complete the application form or, in the event that you are invited for interview or offered the job (for example if you require special parking, large print documents, a ground floor interview, etc)

EQUALITY AND DIVERSITY MONITORING

ACOXon is an organisation that values diversity and selects staff solely on merit. All stages of the recruitment process are monitored to check that discrimination of any kind is not taking place. To help us ensure this, we request all applicants provide the requested information on the Equal Opportunities Monitoring form. This information is only used for monitoring purposes.

Please remember to enclose the Equal Opportunities form and, where appropriate, the rehabilitation of offenders declaration in a separate, sealed envelope so that we can ensure your information is kept strictly confidential.

REHABILITATION OF OFFENDERS DECLARATION

If the job description says that "This post requires a Criminal Records Bureau check" please complete this declaration. If the job description does not ask for a CRB check please **DO NOT** complete this part of the form.

If you have any further questions about completing our application form then please call the Personnel Manager on (01235) 849 422 or email personnel@ageconcernoxon.org.uk