



APPLYING FOR A JOB WITH US: SOME GUIDANCE ON COMPLETING THE APPLICATION FORM

The following advice is designed to help you to complete the application form as effectively as possible. The application form is essential in the selection criteria of suitable candidates for interview and it is therefore very important that you complete this form as fully and accurately as possible.

Please note: All candidates, whether already known to IMECE Women's Centre or not, will be shortlisted solely on the information contained in their application.

Read the advertisement, Job Description and Person Specification carefully before filling the application form.

The advertisement

This gives a brief outline of the post and what we are looking for. It will inform you of the essential skills, ability, knowledge and experience required.

The Job Description and Person Specification

Read and thoroughly analyse the Job Description. It will give you information on what tasks and responsibilities the post holder will carry out as well as various other details about the job. Ask yourself why you are interested in the job. Would it be a job you would enjoy and find satisfying?

Read and thoroughly analyse the Person Specification. Here you will find listed the skills, knowledge, and experience required to undertake the job. To be shortlisted you will need to demonstrate in the application form that you meet these requirements. You will need to have all the essential skills and it is an advantage to have some or all of the desirable skills.

Consider your experience

Have you got the necessary skills, knowledge and experience? Remember to consider any employment you have had, including holiday or weekend jobs. Consider any relevant experience you have acquired outside work, such as community/voluntary/leisure activities and interests. Highlight *all* experience relevant to this particular post.

Explaining your present (and previous) jobs and experience to someone else may help to uncover "hidden" skills and talents which you might take for granted. So, if you would find it helpful, talk to a friend about this post.

The application form

Always do a rough draft first, and read it through before submitting. This gives you the opportunity to ensure that your form is well-organised and relevant.

Present and previous employment

Write out your employment history. If you are not in employment at present, do not let this put you off applying. Provide details of the duties and responsibilities of the jobs you have had, particularly where relevant to this post. Check dates and make sure they are in the right order. When referring to a present or previous employer, please ensure that you provide all the information requested, i.e. the correct name of the organization, nature of the business, the post held, etc.

Education and Training

Include all formal and informal education with any academic or professional qualifications achieved. Don't forget that courses taken at Evening Classes or Trade Union education may be relevant. Although we ask about education and training details, we give more weight to experience.

Other experience relevant to this post

Give details of any voluntary work or involvement in your community, which has given you, direct experience, knowledge or skills relevant to the job. Remember to include anything in your personal circumstances or experience, which has given you insights or skills important to the job. Your lived experience is important to us.

Skills and experience

This is where you make your case for the job. Make your application tailored for this specific role; don't submit the same application for a series of jobs unless it is equally appropriate. Try not to just repeat your job history - pick out the skills knowledge and experience required by the job and show that you possess them, using examples.

Your form should be written in a concise, well-organized and positive way (e.g. use active words like "I wrote", "I organized", etc.) Specify what you have done rather than the work of your project, department or organization.

Completing the form

Type it or use black ballpen (black shows up best when photocopied and photocopies of your application form, should you be short listed, will be given to all members of the interview panel). Ensure that you have completed all sections fully using a separate continuation sheet if more space is needed. Ensure it is well presented and readily understood.

- **Send your form in on time and always keep a copy for reference.**