

IMECE WOMEN'S CENTRE
APPLYING FOR A JOB WITH US
SOME ADVICE ON COMPLETING THE APPLICATION FORM

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.

Thank you for your interest in the post we have advertised. The job description, person specification, ethnicity form, equal opportunities form are together with an 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 of suitable candidates for interview and it is therefore very important that you complete this form as fully and accurately as possible. Read carefully the advertisement, Job Description and Person Specification before filling the application form. Although we ask for education and training details, we give more weight to experience.

- **The Advertisement.**

Gives a brief outline of the post and will inform you of the essential skills, ability, knowledge and experience required.

- **The Job Description / Person Specification**

Read and thoroughly analyse the Job Description. It gives 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 the Person Specification.

In the Person Specification you will find listed the skills, knowledge, and experience required to undertake the job. To be short listed you will have to demonstrate on 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.

Stress 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, etc., which you take for granted. So, if you would find it helpful, talk to a friend about this post.

- **The Application Form**

Do a rough draft first.

Write out the form in rough to avoid mistakes, repeating yourself, etc. This also 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 to us. 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**

Don't forget that courses taken at Evening Classes or Trade Union education may be relevant. Include all formal and informal education with any academic or professional qualifications achieved. Include any relevant special skills, day release or work 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.

- **Why do you think that your previous experience whether at work or in general is relevant to this job?**

This is where you make your case for the job. Make your application for this specific to the job; don't submit the same one for a series of jobs unless it is equally appropriate.

Don't repeat your history; pick out the skills knowledge and experience required by the job and show that you possess them.

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.

- **You are now ready to complete 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).

Please state clearly in BLOCK CAPITALS your name and address in order that we may contact you.

All information given is confidential.

Complete 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.**

- **Send your completed form to:**

**Imece Women's Centre
2 Newington Green Road
London
N1 4RX**

You will see the closing date for receipt of all applications in the application form.