



## GUIDANCE FOR COMPLETING THE APPLICATION FORM

### Reference Number

This is for office use only.

### Personal Details

Our preferred method of contact is by email and we will inform applicants if their application has been successful using the email address provided. Please provide a work/daytime telephone, mobile or text number if at all possible, we will only use this number with discretion, but it helps us to get in touch with you quickly.

### Education, qualifications and training

Please tell us about your educational qualifications and any vocational training or courses. Please mention all qualifications and training relevant to the job and include qualifications gained and training or courses attended through voluntary work, leisure or other interests. We may occasionally need to verify qualifications with registering bodies.

### Professional membership

Please tell us of any work-related organisation of which you are a member.

### Employment history

This section gives you the opportunity to tell us briefly about the work you are doing now or have done previously. Always remember to specify *your* responsibilities rather than those of *your* section or department. Please state the reason why you left, or are considering leaving, your job. Please explain any gaps in your employment history.

### Experience, skills and knowledge

*This is the most important part of the application.* Here is an opportunity for you to describe how your skills and experience meet the requirements of the job, using examples from your own experience to justify this. You should clearly state how you think that you meet each of the requirements listed on the person specification. Use each requirement in the person specification as a heading and show how you meet it by giving details of your experience, skills and knowledge. You can use examples from your experience in your current or previous employment, community and voluntary work, or through your leisure interests. **Please note there is a maximum limit of 1,000 words for this section.** There is an additional box for you to provide any additional information about yourself or your life experience. **Please note there is a maximum limit of 250 words.** Anything above the maximum word limits will be excluded from the application process.

**Recruitment of ex-offenders and DBS disclosures**

If you are unsure of anything here, please contact the Finance & HR Manager. For this position, we will have to apply for an enhanced disclosure from the Disclosure and Barring Service, it will only be done with your express consent and if you are successful in the job.

**Referees**

Please provide two referees, one of whom should be your present or most recent employer

**Please return your application form as detailed below, applications are welcomed by email but will also be accepted delivered by post marking the envelope private and confidential.**

**We suggest you keep a copy of your application for yourself as a source of reference.**

**Administration Team  
Atal Y Fro  
198 Holton Road  
Barry  
Vale of Glamorgan  
CF63 4HN**

Email [admin@atalyfro.org](mailto:admin@atalyfro.org)