



## **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 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 Admin Department by email: [admin@atalyfro.org](mailto:admin@atalyfro.org) or by phone on **01446-744755**. 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 by the deadline specified in the advert, applications are welcomed by email.

## **Thank You**