



Guidance Notes

These notes will help you complete Advocacy In Greenwich's Application form.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Please therefore, complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for the missing information or even reject your application outright. CVs alone are not acceptable. Please do not attach a CV to your application.

The application pack

Together with the form and these notes, you should have received a job description and person specification for the post. The job description lists the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information you give us in your application form against the criteria on the person specification, we decide whom to invite to the next stage of selection process.

The form itself

The details of the post will generally have been completed for you. You should note the date by which your form must be returned to us - late applications will not generally be accepted. You may find it useful to keep a copy of your form.

1. The Job Title

2. Personal details

Only include your telephone number(s) if it is convenient for us to contact you by phone. Please note that you will need to produce your birth certificate (or some other official documentary evidence such as a passport) to confirm your date of birth if you are appointed.

3. References

All jobs are offered subject to our receiving satisfactory references. Referees must be able to provide information about your suitability for this post. You must provide the names; addresses and phone numbers of two people who know you and who are able to comment on your suitability for the post. One of these must be your most recent employer. The second reference may be from a previous employer or anybody who could give information relevant to the job. Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give the name, business address and business telephone number, their position in the employing organisation of your referee, and their professional relationship to you. If you are a school or college leaver, you should give your head teacher's or tutor's name. References provided by your relatives, friends or people with whom you live are not acceptable. Instead, use someone who knows your capabilities and can comment on your reliability and is aware of your potential. If you cannot provide suitable referees to meet this requirement, please contact The Director at Advocacy In Greenwich.

If you have been self-employed by an organisation which has ceased trading, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. If you do not do this, we may not be able to consider your application. It is always advisable to make sure that your referees know you have used their names before we can contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details. Remember to state on the form if you do not want us to contact one or both of them before the interview.

If you are giving the name and business address of a referee who lives abroad, please make sure you give the full business address and a business telephone number. If you do not do this, we may not be able to consider your application.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

4. Declaration

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. False declaration or omission in support of your application will disqualify you from appointment and, if you are appointed or for internal candidates, this may lead to disciplinary or legal action against you.

5. Current or most recent employment

Please state your employer's name, address and telephone number in full.

6. Previous Working Experience

Please complete this section, starting with your most recent job or work experience first. Here you must detail **ALL** your work experience (whether or not you consider it relevant to the post). Include voluntary work, particularly if you have not been in paid work before. You must account for **ALL** time since you left school, college or university. Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the full address of your overseas employer. Otherwise, we may have to return the form to you. We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before appointment.

7. Education and Professional Training

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are appointed, we will need to see evidence of your qualifications. Remember to give the full names and addresses of any schools, colleges or universities you have attended: we may need to write to them.

8. Person Specification

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar

with the duties of the post and the skills, abilities etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities.

You may find it useful to deal with each point in the person specification in turn.

This will ensure that you structure your supporting statement clearly and coherently. Make sure you relate your experience and skills to each shortlisting criterion. If you are an internal candidate temporarily covering the advertised post, you still need to meet the criteria. Do not assume that you will be shortlisted.

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home. Ensure that the information you give is well organised and relevant. Write in a positive way, e.g. " I was responsible ..." or " I organised " remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

9. Equal Opportunities - Disability

Advocacy In Greenwich as an employer is obliged by law not to discriminate against people with disabilities. Please, therefore, assist us by completing question 2 of the monitoring section. The selection panel will not see this information. However, at the appointment stage, we will need to check whether you have indicated that you have a disability and to seek further details from you on a confidential basis. This is to comply with the legal obligation to make reasonable adjustment to working arrangements, duties, equipment etc., subject to practical or financial arrangements where these arise.

11. Work permit

Before you are appointed, Advocacy In Greenwich must ensure that you are legally entitled to work in the UK. You must state on the form whether you require a work permit to take up employment. If you are in any doubt about your legal employment status, seek advice from the Home Office.

Finally, we hope that you will be successful in your application. If you are not, please do not be discouraged from reapplying; your skills and experience may be what we need for our next vacancy.