

Guidance notes for applicants-

Please read before completing your application form-

Read the job description and person specification carefully: this will help you decide whether you want to apply for the job, and will also give you the information you need to help complete your application form.

Our shortlisting process will be based on the information that you have provided on the Application form: we will not be able to score you on information which you have not provided, and we cannot make assumptions about what you might have done in relation to requirements.

The person specification is the most important piece of information for you, and you should make sure that you have read it carefully, and have thought about exactly how you are able to demonstrate to us that you meet each point.

Take each of the points on the Person Specification, and set out in the relevant section of the Application Form how you have met this requirement in your previous work- paid or unpaid- and how this relates to the post you are applying for:

- Our scoring system to shortlisting allocates scores of 0-5, for each element of the person specification, based on how you have demonstrated your skills and experience – where 0 is that the applicant has failed to meet the criteria, as they have not demonstrated the suitable skills/experience required, to 5 where the applicant has fully met the criteria, demonstrating suitable skills and experience with a range of examples.
- Candidates will be shortlisted according to ranking of scores.

Applications that show how actions have resulted in outcomes will usually score more highly in shortlisting. For example, saying "I have excellent project management skills" will get a lower score than "I have good project management skills. An example of this is xyz project. The project exceeded our target of delivering training to 20 community groups in 6 months. My role in managing this was....."

When filling in the form, think about all aspects of your life experiences- not just paid work. For example, your experiences at school or college, as a volunteer or in your home or leisure activities could all contribute to your ability to show us that you meet items on the person specification:

- e.g. In running a home you can demonstrate a range of organising skills, and budget management
- Being active in a local club or community group may have given you opportunities to learn skills such as teamwork, and communication

When you fill out your application form:

- Please **type** or write clearly in **black** ink (forms will be photocopied).
- You may reproduce the Form using a Word Processor, but please note that all questions must be **exactly** the same

Please return the Equal opportunities monitoring form in the envelope with your application, as this will help us to see if we are targeting our recruitment advertising effectively. Please do not attach it to your form, or put your name on it.

Any further queries do not hesitate to get in touch with the office on 0161 974 0753