

ADVICE ON COMPLETING THE APPLICATION FORM

As Touchstone aims to be an equal opportunities employer, the application form and selection interview are the only tools used in the selection process. Candidates are shortlisted on the basis of specification which is based on the Job Description. **Therefore it is important that you fill in the application form as fully as possible, and that your answers relate to the requirements laid down in the Person Specification.** The following advice is designed to help you complete the application form as effectively as possible:

- 1 Read the job description, person specification and general information on the organisation. what the aims of the organisation are, and what the job entails.

- 2 Look carefully at the person specification. This person specification states what essential skills, experience, knowledge and understanding we feel an applicant should have, as well as desirable areas that would assist you in carrying out your duties. A person having all these abilities and experience would be an ideal candidate. As none of us are perfect, please do not be put off from applying if you do not have all the desirable skills mentioned.

- 3 Look at your experience. Show you have the necessary requirements for the job. Try explaining your previous/current job to someone else. It may help to uncover 'hidden' skills etc, that you take for granted.

Do not disregard any involvement that you have had outside of paid employment such as community/voluntary/leisure/political interests. Consider in what ways you have had to develop or use skills relevant to the post.

Do not undervalue yourself; if it is relevant information, include it in your application.

- 4 Completing the form. Do a rough draft first. It will help to avoid mistakes and repetitions and ensure that the final version is well organised, well presented and relevant.

Gear your application to the specific job using the person specification as a guide for the area to be covered. If you send only a CV, and do not directly address all the questions on the application form, **you will not be considered for shortlisting.**

Do not simply repeat your current duties. Pick out the skills, knowledge and experience required by the job and show that you possess them.

This information will help you gain an understanding of how Touchstone is organised,