**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 as part of the initial selection process. Candidates are shortlisted on the basis of the Person Specification, which is prepared in conjunction with the Job Description. **Therefore, it is really important that you fill in the application form as fully as possible, and that your answers relate to the requirements set out in the Person Specification and Job Description**. 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 (available from Touchstone’s website).**

This information will help you gain an understanding of how Touchstone is organised, what the aims of the organisation are, and what the job you are applying for entails. Think about how your personal attributes will help you succeed in the proposed role.

1. **Look carefully at the Person Specification.**

The 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 Please do not be put off from applying if you do not have all the desirable skills mentioned as we will consider your willingness to learn and progress within the organisation

1. **Look at your experience.**

Show you have the necessary skills, experience and expertise required for the job. Try discussing your previous/current job and what it involves to someone else. This approach may help you to uncover 'hidden' skills etc, that you take for granted.

Do not disregard any experience that you have had outside of paid employment (such as community, voluntary,/ leisure and/or political interests. Those experiences can be just as valuable as paid work and you should consider the ways in which you have had to develop or use skills which are relevant to the post.

Do not undervalue yourself; if it is relevant information, include it in your application and think about how it could be relevant to the role you are applying for.

1. **Completing the form**

We would recommend that you 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 you are applying for using the Person Specification as a guide, ensuring that you . If you send only a copy of your CV, and do not directly address all the questions on the application form, you will not be considered for shortlisting.

Please do not simply repeat your current duties. We recommend that you pick out the relevant skills, knowledge and experience required by the job and try to show that you possess them.