

YOUR GUIDE TO APPLYING FOR A JOB WITH US

Once you have successfully found a position you wish to apply for, you need to make sure your application does you justice and provides you with the best possible chance of getting an interview. This means reading the job description and person specification and taking time over your application demonstrating your skills and experience.

We will be judging how well your application matches the person specification for the position you are applying for. The applicants who closely match the person specification will be the ones that are shortlisted for interview.

To stand the best chance of receiving an invitation you will need to demonstrate that you do have the skills and experience stipulated within the person specification and provide clear examples within the supporting information section.

Please make sure you have read and understood the:

- Job Description – this provides details about the purpose of the job, level of responsibility, and duties to be performed. This is an opportunity for you to see if the job is really the one for you.
- Person Specification – this gives details of the qualifications, experience, skills and knowledge needed to carry out the duties.

Read on for information on how to complete the application form, and guidance on each section of the form.

When you have completed your application, make sure you send it in to us so we receive it before the closing date and time specified on the advert. You can send it in by post, or you can email it to: recruitment@bluebellwood.org.

Good luck!

COMPLETING THE APPLICATION FORM

- If you are hand-writing the application please use **black** ink as blue ink does not show up clearly when photocopied.
- Read the instructions within the advertisement and application form very carefully and make sure that you complete all the sections of the application form. The information you give will be used to decide if you should be shortlisted for interview. Make sure you understand what information we are asking you for.
- Answer all questions as fully as you can. If you cannot answer a question then please put N/A to show that you have not missed the question out. If you need more space in any of the sections you can submit additional sheets.
- The Personal Details, Criminal Convictions, Disciplinary Procedures and References sections must be completed in full. These will be separated from your application by the HR team prior to shortlisting.
- Make sure you leave no gaps in your employment history. If there are periods of unemployment or voluntary/unpaid work then please indicate this in the employment history section.
- Please do not attach your CV to the form as it will not be considered. We need you to complete our application to ensure each application is considered equally.
- Remember, the decision to invite you to interview will be based solely on the information you provide in your application form.
- To make your application stands out, take some time in completing the Supporting Statement section. You will want to show us that you meet all of the Essential and Desirable criteria listed on the person specification. Make sure you fully understand what education, experience, skills/knowledge the job role requires. When completing this section it can be helpful to put headings for Education, Experience, and Skills/Knowledge. Underneath these headings tell us how you meet the criteria listed in the person specification.
- When telling us about your skills and experience give us clear examples of a time when you demonstrated these.
- Don't forget to tell us about any voluntary/unpaid work as this can provide valuable experience.
- The Equal Opportunities Monitoring Form will not be used for shortlisting – it will be separated from your application and used for monitoring purposes only.
- You may want to keep a photocopy of your application so that you can refresh your memory before coming to interview.
- Please remember, if you have any queries do contact us on Tel: 01909 517360, or Email: recruitment@bluebellwood.org.

GUIDANCE FOR EACH SECTION OF THE FORM

Personal Details

Please complete all of this section. Your personal details will NOT be made available to the shortlisting panel. The decision on which applicants are shortlisted will be based on your qualifications and experience and, in particular, the supporting statement.

Criminal Convictions

Please read the statement in this section carefully and respond honestly, giving details if you have ever received a criminal conviction, caution, warning, reprimand or bind over.

Any offer of employment made which requires a DBS check will be subject to receipt of satisfactory disclosure check from the Disclosure & Barring Service (DBS).

Disciplinary Proceedings

Please provide details, as requested. Reference requests will include a request for details of any disciplinary actions or investigations which you have been subject to that are ongoing or still live on your records.

References

For all positions you must provide a minimum of two references. If you need to provide any more previous referee details, please attach an additional sheet.

- If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post.
- If you are a student please provide contact details of a teacher at your school, college or university.
- If you have not been in employment for some time but have had previous employment, then you should provide details of your last known employer and details of someone who can provide a personal reference.
- Where it is not possible to obtain any employer reference at all then please provide details of two personal referees.
- Personal referees such as friends and relatives are not acceptable.

References will only be sought once a job offer has been made, and any offer of employment is subject to receipt of two satisfactory references.

Employment History

Please give details of your current or most recent employer, and previous employment covering your full employment history.

Education

Please give details of school/college/university education, qualifications gained, and dates as requested.

Other Relevant Training

You can give us information in this section about other training you have done which is relevant to the post. This could include workplace training, conferences and seminars, part-time courses, distance learning, etc.

Membership of Professional Bodies

If you have membership of a professional body, please supply details.

Supporting Statement

This is the **most important** part of your application. The information you give us will be matched against the Essential and Desirable requirements on the person specification so make sure you have read it carefully. The job description will give you further information too.

Every application will be compared against the person specification. When completing the application remember to show clearly how your knowledge, skills and experience are relevant to the requirements of the post.

This section is your opportunity to sell yourself so make sure you use it to your advantage. You can include any information here that has not been covered elsewhere on the form. Demonstrate why you would be suitable and how you meet the person specification. You need to convince the recruiter that you have the required skills, knowledge and experience and that they should be inviting you for an interview.

You can include, among other things, details about:

- your duties and responsibilities;
- your skills, knowledge and/or experience which is relevant to the post;
- identify any employment gaps;
- voluntary work you have accomplished;
- research, publication and/or presentation experience.

EQUAL OPPORTUNITIES MONITORING FORM FORM

At Bluebell Wood Children's Hospice we aim to eliminate direct or indirect discrimination, as covered by the Equality Act 2010, on grounds of; age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.

We would be grateful if you would take a few moments to complete the form; the information is used solely for monitoring purposes and is separated from the rest of the application form before the interview.