

**CONFIDENTIAL**

## **ST. ANNE'S HOMES**

### **Guidance notes on completing the application form**

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You are advised to read the following notes carefully as the decision to short-list you for interview will be based solely on the information you provide on your form. If there is anything on the form that you do not understand you can contact the personnel officer who will be able to talk to you about completing it.

**Please note that we do not accept CVs.**

#### **JOB SPECIFICATION**

Each advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the criteria against which you will be assessed as an applicant.

#### **EMPLOYMENT**

When completing the section titled Employment Record, please ensure that you include your current and previous employers, even if you feel that these jobs are not the most relevant to your application. You will have an opportunity to say more about your skills and experience that you think are relevant, further on in your application. Include information about any work undertaken on a voluntary basis, particularly if you have not been employed before or you are not currently employed.

#### **ADDITIONAL INFORMATION**

This is where you tell us how you meet the selection criteria for the job. The criteria against which you are assessed is described in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job. List the criteria described in the person specification and for each one give specific examples of work or actions that show you have the skills requested.

Do not forget the skills and experience you have gained outside full time work. If you have been out of paid employment for a long time, or have never been employed, your job history might be less important than some of the responsibilities and experience you have had more recently, for example you might have considerable domestic responsibilities, or might organise social or community activities in your spare time.

#### **REFERENCES**

Please give the name of your current, and last or most recent employer. If you have not been employed before you should give the names of teachers or lecturers who know you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

#### **APPLICANTS WITH DISABILITIES**

We try to take a positive approach to employing people with disabilities, although unfortunately our current premises do not have wheelchair access. If you consider that you need a particular aid, facility, or any additional assistance from us during the recruitment process, please indicate. We will do everything we can to accommodate any special requirements you may have.

#### **PRACTICAL ASSESSMENTS**

From time to time we use various practical assessments as additional ways of assessing the skills of candidates. A practical assessment could be an oral presentation, a written exercise or a test of skills. Do not be put off by the idea of an assessment, it is only a method of allowing you to demonstrate your skills and abilities to the selection panel.

Should you be selected for an interview, we will let you know whether a practical assessment will be used.

**CLOSING DATE:** Make sure you are aware of the closing date quoted and make certain your application form is returned in plenty of time.

**ST. ANNE'S HOMES REQUIREMENTS:** Appointments are made subject to the following considerations:

- a) receipt of references deemed by ST. ANNE'S HOMES to be satisfactory