

## Guidelines on completing the application form

### General points

Thank you for your interest in Carers Trust. These notes are intended to help you complete the application form by explaining what you should include in each section.

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in very carefully. We can't interview everyone who applies for a post.

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet. This will help us to adhere to our Diversity and Equality Policy.

### Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

### Referees

If you have been in employment for some time you must give your last two employers as referees. If you have only one previous employer or you have been out of work for

sometime or haven't been working because you have had caring responsibilities please give the name of an other person who can provide a reference for you. This should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

### Education, qualifications and information in support of your application – Part B

#### Information in support of your application

This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification.

Read through the job description and person specification and think of an example (or two examples) from your present or most recent job that show you have the required knowledge/skill/experience.

You may also use experience from voluntary work, academic work or hobbies.

- Say what you were trying to achieve and why.
- Describe your role, don't say "we", say what you did.
- Say what the outcome was. Did you achieve what you set out to do?
- Were there any problems and how did you overcome them?
- Could you have done things differently, with less resources or in less time?

If you are unemployed or have been out of paid employment for some time, or have just left school / college / university, you may wish to include relevant experience from voluntary work or education.

Do continue on additional sheets if necessary.

### **Data protection**

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

### **The Equality Act**

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal activities. If you tell us you have a disability we will make reasonable adjustments during recruitment. If you are appointed to the post we will make reasonable adjustments to where you work and to your working arrangements.

### **Equal opportunities form**

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.