



Be *challenged*  
Be a volunteer

## Guidance Notes – application form

### Introduction

We have tried to keep our application form as simple as possible and these notes are to help you complete the form. It provides the only information on which we can base our decision as to whether your skills seem to match the needs of the job and to call you in for interview or not. Please do not submit a CV instead of completing this form.

Please read this guidance carefully and formulate your answers fully before sending your application to us. This is your chance to highlight any specific examples of what you have done which demonstrate your skills, knowledge, abilities and experience in the required areas.

### Job Description

Each advertised post is supported by a job description. Please read this carefully as it lists the essential skills, knowledge and experience that are necessary for the post and these are the criteria against which you will be assessed. You should pay particular attention to these and demonstrate how you meet the requirements of the post in your application form and on the interview day.

### Experience and Skills

This is where you demonstrate why you are suitable for the post and how you meet the application criteria, using the information supplied in the job description. When we shortlist we can only use the information you provide and if you do not describe how you meet all the criteria, you may miss the chance to be short listed for a post that you might be able to do.

You should draw on past experiences and give specific examples of where you used your skills, knowledge, abilities and approach. Tell us about what you did in your job and give us examples of where you demonstrated a particular skill, rather than simply saying you have it. Remember to include any relevant skills and experience gained outside paid employment e.g. through voluntary work.

### Returning the Application Form

Return the form before the closing date to [vacancy@timebank.org.uk](mailto:vacancy@timebank.org.uk) stating the job title in the subject section of your email or by post to Filippo Artoni, TimeBank, Royal London House, 22-25 Finsbury Square, London EC2A 1DX stating the job title clearly in the top left hand corner of the envelope. If it arrives late we might not be able to consider your application.

If you have any queries regarding the completion of the form or require further information prior to application, please contact Filippo Artoni, [filippo@timebank.org.uk](mailto:filippo@timebank.org.uk) or on 020 3111 0724.