



Guidelines for Completing the Application

These notes are designed to help you complete this job application. Before you fill-in the form, you should read these notes, the job description and the application form.

PLEASE NOTE THAT WE DO NOT ACCEPT CV'S – IF YOU ATTACH A CV THIS WILL BE IGNORED DURING THE SHORTLISTING PROCESS.

Please complete electronically or in black ink and ensure that the writing is legible.

Remember that all applicants must have the '*essential requirements*' listed in the person specification and this is what we will be looking for in a candidate. If you fulfil some of the '*desirable requirements*' you should also tell us about these when you are answering the questions.

The headings below relate to the same headings in the form:

Education History - This section is not just about formal education such as GCSEs. Other less formal training sessions or qualifications are important. If, for example, you have attended a baby massage class, a first aid course or a parenting skills session, this is equally relevant to the post.

Employment History - When you are completing this section of the form, remember that we are also interested in any unpaid and voluntary work you have done in your life. Do not worry that some parts of this question will not be appropriate to this type of work. The '*rate of pay*' column for example will obviously not be relevant if your work was unpaid and you should then leave this column blank.

Personal Statement - When you are answering this section please refer to the person specification and think about what you will write. This part of the application form is very important as it forms the main basis for short listing – writing just one or two lines is not what we are looking for, neither is writing 2 pages as there is a maximum of 500 words.

References - In this section we need you to give the details of two people who can give you a written reference. The '*character*' reference can be from anyone who has known you personally for a few years. Your '*work experience*' reference must be either your current employer or your most recent employer. If you have not worked for a long time but have been working as a volunteer then this would be a suitable option.

Always remember to read through your completed application form and answer **all** of the questions and please do not forget to sign and date.

Good luck and thank you for your interest in the Goodwin Development Trust.