



Guidance Notes for Applicants

You are advised to read the following notes carefully as the decision to shortlist you for interview will be solely based on the information you provide in the form. This advice is designed to help you complete the application form as effectively as possible.

Equal Opportunities

West Mercia Rape and Sexual Abuse Support Centre (WMRSASC) is committed to ensuring equality of opportunity and applications from suitable people with disabilities are welcomed. *Please fill in the equal opportunities monitoring form enclosed* - our recruitment and selection procedures will be kept under review to ensure that WMRSASC does not discriminate against any section of the community.

Examine the job pack

All WMRSASC job packs contain a job description and person specification. Read all of this carefully before completing your application.

Examine the person specification

The person specification sets out the minimum skills, knowledge and experience required by WMRSASC to do the job. Your application will be assessed to see if you meet the requirements of the person specification.

Analyse your experience

- Ask yourself why you are interested in the job? For example, would it be a promotion or a good career move sideways to broaden your experience?
- Analyse the person specification, what evidence can you provide to demonstrate that you have the necessary skills, knowledge and experience?
- Consider any experience that you have acquired outside work, such as community, voluntary or leisure interests.

Presentation

- Make sure that you read the form fully before you write anything. Some people find it useful to take a copy of the blank form and fill in a rough copy as practice.
- Use a black pen or type your application form to aid photocopying.
- Read the completed form carefully. Are there any errors, have you answered every question, have you signed it?
- Take a copy of your completed form (this will help you to remember what you have said) and ensure that the original is delivered by the closing date shown in the advertisement.

West Mercia Rape & Sexual Abuse Support Centre



Completing the form

Factual information – fill in the factual parts of the form first (things like name, address etc.)

References – if you have been employed, one referee must be your present or previous employer. If not, think of someone who can say something useful and relevant about you. Referees cannot be related to you or live with you.

Education & training – the holding of an education qualification will only influence shortlisting where this is specifically recorded as an essential criterion. It is important that you include any training and/or courses attended that has not led to any qualification/ accreditation.

Previous Experience – write here the names and addresses of present and past employers. Remember, if you have done community or voluntary work to list this, as this can be as relevant as paid work experience. *Do not send a CV as this will not be used during the selection procedure.*

Previous Experience

This is where you provide more contextual information about your skills, knowledge and experience. Explain how these are relevant and how they equip you for the post. Make reference to the information we have provided, e.g. website, job description, person specification and make sure you highlight any relevant experience you have acquired to evidence any statements which you make.

Reasons for Application

This is where you make your case for the job. You may need to research the post further and think about the challenges it will present and how you will overcome them.