



## THE TRUST FOR DEVELOPING COMMUNITIES

### GUIDANCE NOTES FOR APPLICANTS

#### **Please read these notes carefully before filling in the application form**

As we cannot interview everyone who applies for a job we have to 'short list' the applicants. Please fill in your application form as well and as fully as you can because it will be on the information that you give us that we will decide whether to invite you to an interview. Make sure that you read all the information that we have sent you before you fill in the form.

It is particularly IMPORTANT that you read the Job Description and Person Specification carefully as you will need to show on your application form the skills and experience you have which meet those required for the post for which you are applying. If your application does not reflect the skills and experience that we have said we are looking for, you are very unlikely to be interviewed.

#### **Our Equal & Diversity Policy**

One of the reasons for our making decisions based on the Job Description/Person Specification is to ensure that we employ the best possible staff and do not discriminate against any of the people seeking employment. You can find a copy of TDC's Equality & Diversity Policy on our website <http://www.trustdevcom.org.uk/policies> and the Equal Opportunities Monitoring Form which is one of the attachments to on the jobs page <http://www.trustdevcom.org.uk/get-involved/jobs/>

#### **Completing the Application Form**

Please make sure that under each section of the form you give exactly the information asked for. The application pack can either be downloaded from TDC's website or can be sent by e-mail or post to you – please see the details on the job advert. The completed form can either be emailed to [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) or posted to the address on the advert.

All the information that you give us is confidential. Please note that we do not consider additional material and that we do not consider any CVs which are sent in place of, or in addition to, the Application Form.

If you are an unsuccessful candidate, we will keep your form for up to 12 months in case we wish to contact you about another vacancy – after 12 months it will be destroyed.

#### **Education and qualifications**

Please make sure to give all the information requested. In the 'specific training' section include **any** special skills training you have had even if it did not lead to any formal qualifications.

## **Employment**

Please include all employment, even temporary or part-time employment, with full addresses and dates of employment. You should include here all paid and voluntary 'jobs' and if you have any significant gaps in your employment, please let us know what you were doing during those periods.

It is a good idea to consider your past jobs to see if any of the skills/experience you gained could be relevant to this application – if so, make sure to include the information.

### **Why do you want the job?**

This is the most important section. It is this space that enables you to emphasise what you think are the important aspects of your experience that relate to this job (Job Description/ Person Specification, again!). Take into consideration all your experience, particularly voluntary and unpaid work, community work, youth work, etc. You may have major skills gained through running a home or organising a family. You may have skills or experience gained a long time ago but which are still important to you.

It is important that you give **examples** from your experience that show our ability to undertake this job. By the way that you fill in this section and tell us about yourself, your experience, etc. you can show us that you understand what we are looking for and what the nature of the job is.

### **Verification of Employment/References**

If you have not been in employment (or an employer no longer exists, etc.), education or voluntary work, please give name(s) or personal references and write 'Personal' where it says 'position'.

### ***IMPORTANT***

Most of the jobs with TDC will bring the successful applicant into contact with children, young people and the elderly. We have a duty to protect them from being at risk from our employees. It is our policy to carry out DBS checks for all employees and volunteers. If this concerns you, or we will find out information that may then put your employment at risk, we would strongly suggest that you inform us in advance on the application form. You will know yourself from the information supplied what may be detrimental to your employment and we are asking you to declare any relevant convictions. Any information of this nature that you supply will not automatically harm your chances of selection – and remember it is all confidential.

### **Lastly**

Thank you for reading this. It could seriously increase your chances of employment! It is intended to help applicants understand the importance of giving full information. Try not to assume that we will understand what any past job or experience actually involved.