

# The Snowflake Trust

(Operating the Snowflake Night Shelter)

## **Guidance notes for completing the employment application form**

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

### **Equal Opportunities & Inclusion Statement**

The Snowflake Trust is committed to ensuring equal opportunity for all. A disability, sexual orientation or a health problem does not invalidate an applicant from full consideration for a job. Through continuously reviewing recruitment and selection procedures, the Snowflake Trust will endeavour to ensure procedures do not discriminate against any section of the community.

### **Job Description**

The Job Description incorporates not only details of the duties and responsibilities of the prospective post holder, but also a person specification which sets out the minimum skills, knowledge and experience required by The Snowflake Trust to do the job. Read all of these details carefully before completing the application form.

### **Completing the Job Application form**

Make sure you read the form fully before you write anything. Use a black pen or type your application form to aid photocopying.

*Factual information* - complete the factual parts of the form first, eg name, address etc. If called for interview, please bring with you original documentation verifying this information (eg passport, photo driving licence and a utility bill).

*Education* - try to ensure that you include grades to qualifications you hold. It is also important to record any training undertaken that has not led to a qualification or accreditation. If you are called for interview, please bring with you original documentation as evidence that qualifications are held.

*Employment History* - please write the names and addresses of past employers starting with your most recent employer. Include experience, voluntary or community work as this will be relevant.

*Skills, Knowledge, Abilities & Experience* - this is where you make the case for the job. Ask yourself why you are interested in the post? Would it be promotion or a good career move? Don't just reiterate your career history, analyse the Person Specification (see *Job Description* above). Pick out, and give evidence of, the skills, knowledge and experience that you have gained to demonstrate that you have the necessary requirements for the post. Try to match your skills etc to each item in the person specification using separate headings for each of the requirements. Remember to include experience gained by voluntary or community work.

*References* - where you are, or have been, employed one referee must be your present or last employer. Otherwise include the details of someone who can say something relevant, or useful, about you. If referees know you by another name, make sure you include this on the form. Referees cannot be related to you, or people who live with you.

*Finally* - read your completed form and check for any errors (ie spelling!); ensure you have answered every question; check that you have signed the form; keep a copy of the form for reference; make sure you send the form to the correct address, and make sure your form will arrive before the closing date. If making your application on-line, you may be requested to physically sign the document in due course.

Please do not attach a curriculum vitae (cv) or any other information apart from that included on the application form - in this way we can be assured that every application received will be treated equally.

July 2019