

APPLYING FOR A JOB WITH AGE UK BEXLEY GUIDANCE NOTES

The information that you give in an application form is all that we have to go on when it comes to deciding whether or not you should be interviewed for a job. It is therefore very important that you fill in the form with all the information we ask. You must also tell us everything you want us to know about you that might help us to decide whether or not to interview you.

The following suggestions may help you fill in the application form for a job with Age UK Bexley.

- **DECIDE WHETHER YOU WANT TO APPLY FOR THE JOB.**
Read the advertisement for the job carefully. Make sure you receive a copy of the job description and person specification and read them carefully. Do you have the skills/ experience/ knowledge listed on the personal specification?
- **READ THE FORM THROUGH CAREFULLY BEFORE YOU WRITE ANYTHING.**
Make sure you understand what is being asked. If you first write your application in draft, it will avoid mistakes and repetition and ensure that the final version is well organised, well presented and relevant.
- **FILL IN THE FACTUAL PARTS OF THE FORM FIRST – THINGS LIKE YOUR NAME, ADDRESS AND EDUCATION.**
- **PERSONAL SECTION.**
Make sure you complete this part fully, particularly your address and telephone number so that we can contact you.
- **EDUCATION, QUALIFICATIONS AND TRAINING SECTION.**
Make sure you give all the information needed, including dates, but only include those requirements as stated in the Person Specification. Also include any special skills training or other training you have had. Do you go to day release or evening classes? List them, if relevant to the post applied for.
- **PRESENT EMPLOYMENT AND EMPLOYMENT HISTORY.**
Write here the names of your present and past employers and the dates you were employed by them. If currently employed, please give the notice you are required to give and your current salary (and grade if you have one). Be careful to give the dates in order starting with the most recent and working backwards, and account for any gaps in employment. This section should include any part – time jobs. If you have done volunteer work, then write 'volunteer work' and give a list of the things you have done which are relevant to the job. Make sure you give the names of the groups you have worked with as a volunteer.
- **PERSONAL STATEMENT.**
This is the most important part of the form. The form has space for you to describe your experience, achievements and so on. It is most important that you use this space to give evidence about what you have done. If you need more space you may use up to two more sides of A4 size paper.

Before you write anything, think carefully about the advertisement, job description and person specification we have given you.

These will tell you what we require, for example, experience, knowledge, skills, abilities, qualifications and so on. Make sure that you show on your application form that you have the things that we are looking for.

The person specification is the most important document to refer to here.

It lists all the key attributes that are needed to undertake the post advertised and it helps us to recruit the best person for the job. Please read it carefully and make sure that you address each of the points it contains in your statement, with particular reference to the short-listing criteria. Your selection for interview will depend on this.

Write out your form in a brief, well organised and positive way. (Use active words such as “I planned/organised”, etc).

Write out a rough draft first and read it through.

The person specification will include the skills and qualifications, etc, you need to have for the job. Have you given evidence that you have each of them, using as examples the things that you have done in the past?

Have you included the skills and talents you use outside work?

For example, are you the Treasurer of your Stroke Club? Do you help with or organise outings for certain groups? If so, write about it.

Have you read and thought about the Equal Opportunities Policy Statement and how you will apply it, if you get the job?

Do you know how older people are discriminated against? This is important, you must think about the Policy Statement and how you would use it in your work. A copy has been included in this pack, please read it and think about it.

Keep all your information concise and to the point.

All our jobs require candidates to explain or demonstrate points briefly but clearly. You will not help yourself by writing reams. The application form suggests a maximum of two additional sides of A4 paper. Keep within this!

- **Think about whose names you can give as referees.**

If you have been employed, your first referee should be your present or last employer. If not, think about some people who can say something useful and relevant about you. Ask these people if they are willing to be referees for you and what they might be able to write in a reference for you.

- **Type or write out the form in black ball point pen.**

We photocopy all application forms and other colours do not copy well.

- **Before you post the form, read it carefully.**

Have you answered every question? Have you signed it?

- **Make a copy for yourself before you post it.**

If you get an interview, you will find it useful to remember what you wrote.

- **Make sure your form arrives before the closing date.**

The advert is specific about time and date. Please ensure you keep to the deadline

- **Do not send in the same application for all jobs.**

Make sure your application is relevant to the job you are applying for. Look carefully at the person specification or job description.

If you follow this advice, we cannot promise that you will get a job, but at least you will be giving yourself a fair chance.