



Kingston Churches Action on Homelessness

Company Limited by Guarantee

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GUIDANCE NOTES ON COMPLETING YOUR APPLICATION

The information you provide in your application is the **ONLY** information we will use in deciding whether or not you will be shortlisted for an interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is a part of KCAH commitment to ensuring equal opportunities for job applications.

DO NOT SUBSTITUTE YOUR CV for a completed application form since this will not be considered.

Planning your application form

Before filling in the application form read the job information carefully. Every vacancy is based on a **job description**, which lists the main duties of the post and a **person specification** describing the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. The job information and application form, are enclosed with these guidance notes.

Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present job or interests. You may discover you have a broader range of skills than you imagined.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for. Do not copy the same one for a series of different jobs.

Use the last section of the application form to answer **each point** of the person specification as fully as you can. If this is not done, it is highly unlikely that you will be called for interview. Here are some examples of how you might go about doing this:

Example 1

Say, the person specification asks **for ability to take accurate minutes of meetings**. Don't just say 'I can take accurate minutes of meetings'. Consider how you have used these skills in different situations, for example:

- long/short meetings
- large/small meetings
- formal/informal minutes
- internal/external meetings

Example 2

Say, the person specification asks for the **ability to communicate effectively on the telephone**.

Think about:

- Your experience communicating by telephone
- Why is communicating effectively by phone important?
- What are the important details to write down when you take a phone call? Why?

By giving us these details you show that you can deal with people helpfully and that you understand why good communication skills benefit your department as a whole.

Example 3

Say, the person specification asks for more general skills, for example, **ability to use initiative**. Use a specific experience to illustrate your ability. Perhaps you have simplified a complicated system, created a movement sheet to keep track of your colleagues or arranged for your office's waste paper to be recycled.

Whatever it is, the most important thing is to tell us - we are unable to guess or make assumptions.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis. If you have any disabilities or need assistance in completing the form, then let us know and we will be pleased to help.

Application forms can be returned to us in any format.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly. Type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form.

In completing the "References" section, please give as your referees your current and most recent employers wherever possible. If a college student then you should give your tutor.

Compliance Information

You are required to complete the Compliance section of the Application form. WE cannot accept completed applications unless this information is complete.

Equal opportunities monitoring

Please also complete the Equal opportunities Monitoring Form which forms part of the application form. It will be detached prior to shortlisting. You will still be considered if you do not complete this form.

Returning completed application forms

Return your form on time and **keep a copy**. The job information will state by which date you are to return your completed application. Please return both the application form and monitoring form to the address stated on the application form marking the envelope 'Recruitment'.

Applications received after the closing date will not be considered.

If you would like your receipt of application acknowledged, please enclose a stamped addressed envelope or postcard which we will return to you.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to skills and experience in the person specification, and applicants who meet these requirements are shortlisted for interview.

Only information contained in application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of three people who ask each candidate questions covering the person specification criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates may be asked to complete a task either at or before the interview. You will have the opportunity to ask questions about the job, conditions or service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons for their decisions are clear and consistent. You should therefore not be worried about the panel taking notes.

If a candidate is not able to attend the interview there is no guarantee that an alternative date may be offered. The panel will consider requests for alternative dates as they arise.

Feedback

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please write to the Chair of the Recruitment Panel who will be pleased to arrange this for you.

Entitlement to work in the United Kingdom

An offer of employment will be subject to meeting legal requirements to live and work in the United Kingdom under Section 8 of the Asylum & Immigration Act 1996.

You need to complete the relevant section of the application form AND provide one of the following original documents to demonstrate this. Any documents submitted will be returned to you promptly.

- A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service, which shows your name AND National Insurance number. This could be a P45, a pay slip, a P60, a NI card or a letter.
- A passport confirming that you are either a British Citizen or a European Economic Area national or which shows that you are entitled to live and work in the United Kingdom.
- A birth certificate confirming birth in the United Kingdom or Republic of Ireland.
- A letter from the Home Office confirming that you are allowed to work.

We hope you will be successful in your application. If however, you are not, please do not be discouraged from re-applying. Your skills and experience may be what we need for our next vacancy.

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