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F R I E N D L Y  
T R U S T

## Guidance Notes for Applicants

### **Introduction**

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality & Diversity Policy. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the Person Specification and related to the Job Description.

When we are shortlisting we only have your Personal Statement to refer to, so we will not know who you are and will not be able to consider any prior knowledge we may have of you, or your experience.

Your Personal Statement is therefore very important and the following advice is designed to help you complete it as effectively as possible.

### **Job Description**

Please read the Job Description carefully and think about why you are interested in the job and how you can evidence the qualities you have that would make you a good fit for this particular role.

### **Person Specification**

This is the document that explains exactly what we are looking for from each candidate. Please look at this carefully so that you know what the job involves and the range of expertise required.

If particular experience or qualifications are listed in the Person Specification as “essential” or of “100% importance” you will not be considered for interview if you do not have the required experience or qualification.

### **Completing the forms**

Please complete all sections of the forms.

You can choose to download them and complete on a computer, or print and complete by hand. In either case, your application should be legible and neat and must be delivered by post or hand to The Friendly Trust in hard copy.

### **Completing your Personal Statement**

Take this opportunity to describe the knowledge, skills, abilities and relevant experience that you will bring to the post. (Knowledge being "knowing"; skills being "expertise, practised ability"; ability being "sufficient power or capacity to do"; experience being "actual observation of or practical acquaintance with".)

We recognise that they may be acquired in many areas of life through paid work, voluntary work or through personal experience.

Try to address each point of the Person Specification in turn to ensure you don't miss anything important. Please use headings for each criterion listed and demonstrate how you feel you meet each requirement.

Examples can be a good way to evidence your skills & experience. Always remember to specify your own responsibilities rather than those of your section or department.

If it is not apparent from your application that you meet the requirements, you are unlikely to be short-listed.

Ensure the information you give is well organised and relevant. Be descriptive but concise. As a rough rule of thumb, when addressing the person specification, aim to fill no more than 2 pages of A4.

### **Curriculum Vitae ("CV")**

CVs will NOT be accepted. If you include a CV or send one instead of our application forms your application will not be considered.

### **References**

On the Personal Information form you are asked to provide names and addresses of two referees. One of these must be your present or most recent employer. The second should preferably be someone who knows you in a professional capacity, whether that is employment/voluntary work/education. References will not be taken up until an offer of appointment has been made.

### **Sending us your application**

Please do not send us back the job description or any other information sent to you by us which does not form part of your application. You should return your completed application forms together with monitoring form and, if applicable, a letter about any medical condition or criminal record you need to tell us about. Please post to The Friendly Trust or deliver by hand.

### **Closing Date is as advertised**

There will be no exceptions made to this rule, including postal delays. The Friendly Trust does not usually acknowledge receipt of applications, but if you would like to check that your application has been received, please include a self-addressed postcard or envelope with your completed application.