

Signposts Multi Agency Resource Centre

58 Regent Road, Morecambe, LA3 1TE

Guidance for completing our application form

Please read these notes carefully before completing the application form. It is important that you take your time to fill in this application as fully and as accurately as possible. The decision to ask you for an interview is based entirely on the information given on the application form.

General points

- Please complete all parts of the application form and type or use black ink so that if we need to photocopy the form, it is clear and legible.
- Do not send curriculum vitae because these will not be considered
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed (where appropriate).
- Please name and number any addition sheets of paper you submit.

Asylum and immigration act

The law states that you must be entitled to reside and/work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us. You may be able to meet this request by providing your national insurance number. In the absence of this we may ask to see your passport or other documentation to show your entitlement to work.

Criminal convictions

If the vacancy is exempt from the rehabilitation of offenders' legislation, this will be explained in the application form. If it is, you should tell us about ANY cautions, convictions or bindovers on the application form and tell us if there are proceedings outstanding against you.

If the post is not exempt from the provisions of the legislation, but you have any "unspent" caution, convictions or bindover, you must declare this on the application form.

Having a criminal record doesn't automatically prevent you from being considered for a job and we will take into account all necessary details and their relevance to the job. If you are short listed, this will be discussed with you at interview.

Please see over for guidance on specific sections of the application form.

Page 1: Personal details

- Please be sure to complete the “position applied for” to ensure that you are considered for the right post.
- Please complete all the sections on the front of the form as this information will help us to contact you and is required in order to undertake a CRB Disclosure should you be offered employment.

NB: This page is removed when shortlisting

Page 2 & 3: Education and work experience

- Give details of your educational qualifications and training, starting with the most recent.
- Include all qualifications, which may be part-time as well as full-time.
- Tell us about any past education and training that you have received as well as any relevant experience/training in your present job.
- If you are employed, please give details about your present job.
- Please give details of all your previous jobs since leaving education in date order starting with the most recent. Any gaps in your employment history may need to be explained. Also include relevant voluntary work (see below)

Voluntary work

- Many people will have developed personal skills and knowledge through voluntary work and work experience. You will need to show that you can fit these skills and knowledge into person specification..
- Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you have gained.

Page 4 & 5: Relevant skills, knowledge and experience, and Personal Statement

- This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and the person specification.
- Give examples to how or what you have done to meet each area of the job description and person specification. Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.

Page 6: References

- Your first referee must be your present employer or if you are not employed at present, your last employer. Please note that we will only take up references if you are invited to interview and we may also contact your past employers where it seems necessary.

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any application forms that we receive after the closing date.