

GUIDANCE FOR COMPLETING THE APPLICATION FORM

Selection for interview will depend solely on the information contained in your application form.

A copy of the job description and person specification is enclosed – please keep these as you may need to refer to them if you are called for an interview.

PERSON SPECIFICATION

The person specification enables us to recruit the best person for the job as it outlines the abilities, skills, knowledge and experience necessary to carry out the job.

Please read it carefully and address your application to the criteria mentioned in it.

Your selection for interview will depend on this.

Please fill in your form to show how you match the requirements.

RELEVANT SKILLS AND EXPERIENCE

There is no need to include a CV or repeat your work history.

Pick out those aspects of your experience or skills that are relevant to this job and explain how your ability, skills and knowledge match those required in the person specification.

Remember to consider experience in previous work and relevant experience outside of paid work such as gained at home, in the community or through voluntary/leisure/college activities.

Give examples where you can in support of your application.

Where length of experience is specified, make sure you give correct dates as this information will be needed to check you meet the experience requirements.

Ensure you refer to all items on the person specification, whether you already work for the organisation or not.

If you need help in completing the application form, please contact us.

FEEDBACK

SCVS is keen to ensure equality of opportunity in its recruitment and selection process.

If you wish to discuss why you were not selected after interview, please contact this office and we will be pleased to give you feedback.