

# WORKING WELL TRUST

## **INFORMATION FOR APPLICANTS ON COMPLETING THIS APPLICATION FORM**

*Please read these notes carefully before you complete the application form.*

### **General Notes**

Completing an application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore very important that you complete ALL sections of the application form as clearly and fully as possible. Please do not include your CV as this will not be included in the assessment of your application.

Please write clearly in black ink or type.

### **Personal**

Please complete fully in block capitals.

If you have a preference for one form of communication please state so here.

Please note any special requirements you may have for the interview such as no stairs or preference for times.

### **Where did you see the advert**

Please say where you saw the advert. We use this information to monitor the success of our advertising and to assess whether the recruitment has been seen by as many people from different communities as possible.

### **Employment**

Please give as much detail as possible.

If you are not in paid work but are doing voluntary work or are in training please enter details of the placement/course in this section.

### **Previous And/Or Any Other Employment**

Please start with the most recent employment and continue on a separate sheet if needed. Please explain any gaps in your employment history.

### **Qualifications and Training Received**

Please include any training gained through work or other activities which you feel are relevant to the job you are applying for and give as much detail as possible. Proof of any qualifications may be required at the reference stage.

### **Transferable Skills:**

This is the most important section as it is used to assess whether you have the skills and experience needed for this post. Please carefully read the job description and person

specification included in the application pack. It is crucial that you address the skills and experience listed as ESSENTIAL in the person specification as failure to refer to these points will reduce the likelihood of your application being shortlisted.

Please do not simply list your skills and experience. We prefer applications that demonstrate how and when you have gained the skills and experience. Experience gained in other fields will be considered if you can demonstrate how these skills can be transferred to the post you are applying for at Working Well.

### **References**

References are not contacted until a verbal job offer is made. Please give the names, job titles, full addresses and telephone number of two referees who can comment on your present and past work/voluntary/education experience. Friends and relatives are not acceptable as referees. Care co-ordinators, CPNs or other members of the mental health profession will be accepted as referees if you have been in contact with these agencies recently.

### **Declaration**

The application must be signed and dated. Supplying incorrect information could result in your dismissal if you were offered the post on the basis of the information given on this form.

### **Other Points**

Please keep a copy of the application for your own records as we will refer to this during your interview if you are shortlisted.

Please note that applications can be sent by email.

We will only write to people who have been shortlisted for interview. However, we will give written feedback to any applicant on why their application failed at any stage.