



Guidance Notes for completing Age Concern England application form

Age Concern England (ACE) aims to give all applicants the best possible opportunity to be successful when applying for employment. **Please read these notes carefully.** The application form plays an important part in our selection process and has been designed to provide relevant information to those involved in the recruitment process.

Clearly state the post you are applying for, the reference number and how you learnt about the vacancy. We recruit to a large number of vacancies and this will help us to process your application and monitor the effectiveness of our recruitment sources.

Personal Details and References

Enter your personal details fully and clearly so we may contact you about your application.

Indicate whether you wish your referees to be contacted prior to interview. Satisfactory references must be received before a new employee can start work for ACE. One of your referees must be your current employer or most recent employer. If you have not been employed before, or have been out of employment for a long time, you should give the name of someone who knows you sufficiently well to comment on your ability to do the job. Any person who is related to you does not qualify as a suitable referee.

Education

Give full details of all educational, vocational and professional qualifications with attainment level.

Employment History

Provide details of your employment history. State the position you held starting with your most recent employer (no dates please) and give details of key achievements. (for example, successful introduction of a new system, secured £10,000 over 3 years for developing and running a youth project, teams managed). This information is needed to demonstrate you have the work experience necessary for this job.

Disability

ACE welcomes applications from people with disabilities. Please let us know if you need additional assistance from us in order to complete the application form or in the event that you are invited for interview or offered the job. (for example if you require induction loop, large print, special parking etc.)

As defined by the Disability Discrimination Act 1995, disability is: *A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.*

Personal Development

Please give full details of any personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring, coaching or voluntary work you may have undertaken, membership of associations or professional groups etc, Think carefully about how you have developed your skills throughout your career and note any thing you feel relevant in this section.

Supplementary Information

Now is your chance to sell yourself;

- Read the job description and person specification very carefully and think about how your experience, skills and abilities help you to meet each of the selection criteria listed for this job.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement. Use additional sheets if necessary.
- You must address each of the criteria in turn. We suggest that you use the selection criteria as headings in the order they have been listed. It is important to provide evidence of what you say with examples. Specify your own experience and not the general work of your office or section.
- As well as your previous work experience, tell us about other relevant experience such as community, voluntary, leisure and other interests.
- If you have little or no work experience, or haven't worked for a long time, think of how you can transfer skills used at school, college or at home such as planning a project, course work, organising events, household budgeting or IT skills.
- Check thoroughly for correct spelling and grammar (but not only with a spell checker); if helpful why not get a second opinion.
- Unless you provide evidence that you possess all the requirements, supported by relevant examples, you may not be included in the short-list. Only those candidates who demonstrate an acceptable performance level of each requirement of the person specification will be shortlisted.

Please do not attach your curriculum vitae, testimonials or any other documents with your application. Applications in the form of curriculum vitae will not be considered.

Equality and Diversity Monitoring

ACE is an organisation which values diversity and selects staff solely on merit. All stages of the recruitment process are monitored to check that discrimination of any kind is not taking place. To help us ensure this, we request all applicants to provide the information requested in the Equalities and Diversity Monitoring Questionnaire. This information is only used for monitoring purposes.

Returning the completed form

Your completed application form should be returned to the address on the top of the form, to arrive no later than 9 am on the stated closing date. Applicants who are not contacted within six weeks of the closing date, must conclude that their application has not been successful on this occasion.