



## Guidance Notes for Completing Application Form

Age Concern and Help the Age 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 Age Concern And Help The Aged. 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.

### Employment History

Provide details of your employment history. State the position you held starting with your most recent employer (no dates please). You may wish to draw on skills developed during voluntary work. Please list the name and address of the group(s) involved.

### Disability

AGE CONCERN AND HELP THE AGED 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 large print, 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.

### Criminal Convictions

If you have ever been convicted of an offence by a UK court, which may relate in any way to the post in which you are applying, please give details of any cautions, convictions or reprimands on a separate page.

### Equality and Diversity Monitoring

AGE CONCERN AND HELP THE AGED 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

## Your Supporting Statement

Now is your chance to sell yourself;

- Read the role description 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 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; 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.

### Returning the completed form

Your completed application form should be returned and arrive no later than 9 am on the stated closing date:

Age Concern and Help the Aged  
Astral House  
1268 London Road  
Norbury  
London  
SW16 4ER

Applicants who are not contacted within six weeks of the closing date, must conclude that their application has not been successful on this occasion.