



TAMESIDE THIRD SECTOR COALITION

GUIDANCE NOTES FOR APPLICANTS

Please read before completing your Application Form

- Read the background information, job description and person specification carefully; this will help you to decide whether you want to apply for the job, and will also give you the information you need to help complete your application form.
- Our Shortlisting process will be based on the information that you have provided on the Application Form; we will not be able to score you on information which you have not provided, and we cannot make assumptions about what you might have done in relation to our requirements.
- The Person Specification is the most important piece of information for you, and you should make sure that you have read it carefully, and thought about exactly how you are able to demonstrate to us that you meet each point.
- Take each of the points on the Person Specification, and set out in the relevant section of the Application Form how you have met this requirement in your previous work – paid or unpaid – and how this relates to the post you are applying for.
- Our scoring system for Shortlisting is:
 - 2 points where you have provided clear evidence that you are able to meet this requirement
 - 1 point where there is some evidence, or where you can show that you partly meet the requirement
 - 0 points where this is not mentioned, or where there is no evidence presented to support your ability to meet the requirement.
- Candidates will be shortlisted according to ranking of scores.
- When filling in the Form, think about all aspects of your life experiences – not just paid work. For example, your experiences at school or college, as a volunteer, or in your home or leisure activities could all contribute to your ability to show us that you meet items on the Person Specification.
 - E.g. In running a home you can demonstrate a range of organising skills, and budget management
 - Being active in a local club or community group may have given you opportunities to learn skills such as teamwork, and communication
- When you fill out your Application Form:
 - Please type or write clearly in **black** ink (forms will be photocopied).
 - You may reproduce the Form using a Word Processor, but please note that all questions must be **exactly** the same, and the total length of your application **must not exceed 8 A4 pages**.
 - Please feel free to **use continuation sheets** for your answers within the overall limit of 8 pages.
- Please return the Equal Opportunities Monitoring Form in the envelope with your Application, as this will help us to see if we are targeting our recruitment advertising effectively. Please do not attach it to your Form, or put your name on it.