



# Advice on completing your application form

Please read these notes carefully before completing your application form.

## Introduction

As part of Protection International's equal opportunities policy, internal and external candidates for each post are treated in exactly the same way.

Application forms are the only basis on which we make our first selection and decide whom to call for interview. This means that we only consider the information that appears on the form. No assumptions will be made about your experience or skills, but it is important that your completed form contains the information we want and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

## The job description and person specification

You will have received a job description and person specification with the application form. The job description describes the duties and responsibilities of the job. The person specification gives details of the skills, experience and abilities needed to do the job.

## General points

Write or type your form in black ink – the form will need to be photocopied and blue ink does not copy well. Make sure you return the form by the specified time on the closing date, unless otherwise stated on the letter accompanying this form. We cannot consider late applications. Before you start to fill in the application form, carefully read the original job advertisement, the job description and the person specification. Also read the application form through carefully before you start writing. It is a good idea to make a rough draft of what you want to say. The information that has been sent to you will tell you what we are looking for – experience, skills and qualifications. Think about whether you have the qualities and experience to match the job description and person specification. When you have finished, check through to make sure that you have covered all the points. Remember that when we are considering who should be invited for interview, the application form is the only thing we see and we cannot guess your skills and experience, so tell us, even if it seems obvious.

Write out your form in a concise, well organised and positive way. Use active words such as 'I plan(ned)', 'I organise(d)', or 'I develop(ed)'. Give short examples to back-up your statements if you can.

## The form

**Your references**

At least one of your referees should be your manager from your current or previous employment, or from your college. Choose people who can say something about you in relation to the duties of the post for which you have applied. Check that those people are willing to be referees. Please do not attach open or general references. We cannot use these.

**Employment history and voluntary work experience**

This information may be used to assess whether or not you meet the experience required for the post. Check that the dates are correct and in order, with your current or last employer first. There is very little space to write this information so please be succinct, and use the personal statement to elaborate on your experience relevant to the job for which you are applying.

**Relevant secondary education**

Please only state your relevant qualification or training. For most posts we do not need details of the grades of your educational qualifications; only the number obtained. If you are invited for interview you may be asked to produce evidence of your qualifications.

**What do you feel makes you particularly suitable for this post?**

This is perhaps the most important part of the form. It is your opportunity to tell us how your experience and skills will be useful in the job. Look at the job description and the person specification and try to make sure that you have covered all the job's requirements. It is important that you give examples from your experience of how you meet these requirements, as we will not make any assumptions. We only consider what is stated on the application form when considering who to short-list for interview.

**Signing the form**

By signing your application form you are indicating that the statements you make are true and complete. Making a false statement on your application may affect your future employment with Protection International.