

## Filling out the Job Application Form

If you are uncertain about any of the recruitment information or the application form, please do not hesitate to ring sally Hoddinott on 01380 22475 for assistance.

Curriculum Vitae (CVs) other than the Community First Application Form will not be used to short list candidates for interview.

Complete the form carefully and clearly. Untidy writing and confusing text will count against you.

**Education, Training, Employment:** Read the Job Description and Person Specification carefully and bring out any qualifications, skills or experience you may have which is especially relevant - in the summary of duties in previous or current employment, for example, or the second section on page 6. We will be looking at what you can offer Community First and will only use what you tell us on the form to shortlist applicants for interview. We will not read between the lines. So, for example, if you tell us that you have been an Office Manager and do not include details of all the computer programs you have worked with, we will not assume computer expertise.

**Leisure Interests:** As Community First works closely with community groups, it is important you note any involvement you may have or have had with clubs, voluntary groups, village hall committee, parish council, school governors, parochial church council etc. Let us know of any office held or what your particular interest is/was and how long you have been or were involved.

**Reasons for Applying for the Post:** Read the information sent to you and tell us what attracts you to the post.

**One or Two Practical Examples of Achievements:** Tell us about one or two things you've done and are proud of. If you can't think of anything related to work, tell us of something you've done in your own time.

**Non clerical and administrative posts:** If you are unclear about this section, please ring the number above. If you are applying for a project officer / worker / manager post, it is important that you attach a statement as requested. If you do not, this will count against you.

**True and correct information:** Please be honest in what you tell us about yourself. We always check qualifications and take up references.

**Closing Date:** Applications received after the closing date will not be considered.