

Application Guidance Flowchart

Preparation

- Research the organisation
- Read through the Job Description/ Person Specification
- Ensure you have all the necessary experience to match the essential skills required
- Remember to check the application closing date



Skills required

- Skills and experience can be gained through previous employment, work experience, voluntary work, course work or extra-curricular activities provided they are relevant to the job.
- Ensure you meet at least the essential criteria within the person specification



Save your work

- We strongly advise saving your work into Word or in notes. Online application forms do not need to be completed in one day take your time and do not rush. **Please note you cannot save your work on the webpage.**
- This ensures your work is not lost

Completing the sections of the application form

Personal Information

- This section is used for administrative purposes
- Ensure that all your personal information is entered correctly so we can contact you.



References

- It is vital that at least 2 references are supplied covering a minimum period of 2 years. If employed, we require details of your current employer.
- These can be supplied from previous employers, work placements, college/university, and character references



Supporting Information

- Use this section to promote yourself
- Tell us why you are applying for the role
- State how you meet the criteria outlined in the job description and person specification



Employment History / Voluntary work

- Ensure that the most recent is at the top. This section can include work experience if you have not been employed.
- Describe your duties/responsibilities in short sentence.



Education / Qualifications / Training

- Use this space to outline all your qualifications and or training



Equality Opportunities Form

- Public sector organisations are legally required to monitor certain information about applicants to ensure Equality and Diversity rules/laws are followed
- The staff making decisions about applications do not see what you have put into this section

Checking process / submitting

- Ensure that you thoroughly check your application form for errors before submitting
- Use family/friends to double check
- Remember first impressions count



What next

- Once you have submitted your application form, an email notification will be sent to you. We will be in touch with you directly should we wish to proceed with your application
- You should continue to check your email for a response regarding your application or any interview invitations

Hints and tips

Remember, take time to read all the information supplied to you within the vacancy advert. You should pay particular attention to the job description and person specification.

The **job description** outlines the main duties and responsibilities of the position.

The **person specification** details all the relevant, essential and desirable qualifications, skills and knowledge required for the position.

You should use your application form to show that you meet all the essential criteria outlined in the person specification for the position. If you fail to demonstrate this in your answers, or you are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for that post.

Please note that the limit on the amount of text within the supporting information should not exceed 2 A4 pages (1,000 words). You may need to revise the information in your answer to get it within the limit.

Before submitting your application, ensure that you take time to read through the form to check for any errors or omissions. You will not be able to make any changes once the form has been submitted.

Where can I get further information about the vacancy or about working for the Carers Leeds?

Carers Leeds will often include the name of the recruiting manager to the advert. If you have questions which are not answered in the information provided, you may wish to consider contacting the named contact in the advert for an informal discussion.

You will also notice some useful links on the website which will provide you with further information on a wide variety of subjects including what we do:

<https://www.carersleeds.org.uk/>

Please check the closing date of the vacancy carefully. You will not be able to submit your application after this date. In some cases, we may close the vacancy early if a suitable volume of applications has been received, therefore you are advised to submit your application form as early as possible.