



GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

Please remember that this application form and supporting information is the **ONLY** information that the panel will have to base their decisions upon when shortlisting.

Read through the whole application form before completing it.

Read the information in the **Job Description** and **Person Specification** carefully to make sure that you meet the criteria and that the job and conditions are suitable for you.

Please type or write in black ink. All forms are photocopied and black copies much better than other colours.

Do not submit your C.V. in lieu of completing the application form. Such applications will not be considered.

Please give in date order (starting with the most recent) the name of your previous employer(s), the dates employed, the title of the post with a brief outline of the duties, and the reason for leaving. **Please do not go back more than 15 years.** Please use the continuation sheet if necessary (photocopy if appropriate).

The Person Specification details skills, abilities, knowledge, and experience required for effective performance of the job and will form the basis of our selection panel decisions. Your application should demonstrate how you meet each criterion, addressing each point as they are listed on the person specification.

Your personal statement should be drawn from all aspects of your education and work experience, including paid and unpaid employment. Be concise, do not repeat your work history and always provide examples where possible.

Please assist us to monitor our recruitment process by **fully** completing our diversity equal monitoring form. It will be used for monitoring purposes only and is **not** seen by the recruitment panel.

Please make sure you fill in the last section (***Rehabilitation of Offenders Act 1974***). A criminal record will not automatically debar you from consideration for employment. If the Asian Women's Resource Centre has any concerns as to the effect a criminal record would have on your ability to carry out the functions of the post this would be raised with you.

Finally, do not forget to sign and date the declaration at the end of the form. If you have sent in your form via electronic mail, and are shortlisted for interview, you will be required to sign it at the interview stage.

Please send your completed application form and CV to Erene McCalla
erene@awrc.org.uk