



You Talk We Listen Life Changes

Advocacy in Barnet

GUIDANCE NOTES

General Information:

Thank you for your interest in this vacancy. You will find enclosed with these notes a job application form, job description and person specification. The information you provide in your application is the only information we will use in deciding whether or not you will be short-listed for an interview. Your application form is therefore very important and the following advice is designed to help you to complete it as effectively as possible.

Job Description and Person Specification:

The vacancy advertised is based on the job description which lists the main duties of the post. The person specification describes the skills, experience and qualifications we are looking for. Please read these documents carefully so that you know what the job involves and the range of expertise required.

Application Form:

The covering letter will state by what date and to whom you should return your completed job application. Remember to keep a copy for reference.

Decisions about who will be selected for interview will be based on the information you give in your application form. Therefore, application forms should be filled in as completely and clearly as possible so that we may consider all the candidates on the same basis. ***Please do not substitute a CV for your application form.*** The important thing is to tell us about your relevant skills, knowledge and experience to do the job.

Any additional information which you wish to provide should be limited to **NO MORE THAN TWO SIDES OF A4 PAPER**. Please ensure that you complete all sections of the form, that the information, dates, details, etc. are correct, and that you use dark ink (black shows up best when photocopied).

Short-listing and Interview:

Short-listing will be based on the skills and experience you show. After the closing date, the application forms will be carefully considered to see how each person's skills and experience relate to the job requirements. Applicants who meet these requirements will be short-listed and invited for interview. Short-listed candidates may be asked to complete a task as part of the selection process.

The interview panel will normally be made up of 2 to 5 people who will be asking similar questions of each candidate, covering key aspects of the job. The questions are intended to allow the candidate to expand on his/her application and to show the panel how far the requirements of the post are met. During the interview the candidate will have an opportunity to ask questions about the job, conditions of employment, etc. The panel will keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable. Candidates should therefore not be worried about the panel making notes during the interview.
