

You are advised to read the following notes carefully as the decision to shortlist you for the interview will be based solely on the information you provide. If there is anything on the form that you don't understand please ring Coventry & Warwickshire Mind 024 7655 2847 who will be happy to help you. The advertisement and job description will tell you what skills and experience you require. The person specification contains all of the shortlisting criteria. You should pay particular attention to this when completing the application form.

Completing the Application Form

Read the application form carefully before you write anything. It might help you to make a copy of the blank form to write out a rough copy. Please complete the form in black ink or type. Please write in English. If you have a disability, or need assistance in completing the form please contact Coventry & Warwickshire Mind.

Employment

Write here the names and addresses of your present and past employers (if any) give the current or most recent first, dates, job titles and duties, salaries, and reasons for leaving. Please include any part-time or temporary jobs.

Personal Statement

Use this part of the form to tell us why you have applied for the job and how you are suitable for it. You will need the Job Description and Person Specification to help you to complete this section. Please keep them as you may need to refer to them if selected for interview. Pick out those aspects of your experience or skills that are relevant to this job.

It is not sufficient for you to say simply that you have done or can do this job. Explain how your ability, your skills and knowledge match those required in the Person Specification.

Remember to consider experience from previous work and relevant experience gained outside of paid work such as that gained in the home, at college or through voluntary, leisure or community pursuits. Ensure that you refer to ALL ITEMS on the PERSON SPECIFICATION identified as selection criteria(s). If you already work for Coventry & Warwickshire Mind do not assume that those dealing with this application will know anything about you or your abilities.

References

We will only take up references if we propose to offer you the job which will be AFTER ANY INTERVIEW(S). If you are a school or college leaver then please let us have the most recent educational establishment you have attended. If you have been working on a temporary basis through an agency, then please let us have their details. If you are returning to work after an extended period and have difficulty in providing us with details of your last employers please let us know. Your referees should be in a position to provide an assessment of your suitability for this post. References from friends or family members are NOT acceptable. We will not be able to confirm an appointment unless we have received satisfactory references.

Closing date

Please complete the form in good time and send it to the address on the front of the form. Make sure that you are aware of the closing date. Please make sure that your form is returned in plenty of time. Applications received after the closing date will not be considered. Should you be selected for interview you will be contacted shortly after the closing date. If you are not selected for interview you will not be contacted further. Unless we contact you within a month of the closing date please assume you have not been shortlisted on this occasion.

The Interview

The interview panel is normally made up of 2-4 people who will be asking questions related to the job and your application. The panel keeps a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective.