

# Job Application Pack



# St Pauls Advice Centre

Working for Ashley & East Bristol

St Pauls Advice Centre  
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0117 955 2981

# GUIDANCE NOTES FOR CANDIDATES COMPLETING YOUR APPLICATION PACK

PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE AND WHILE COMPLETING YOUR APPLICATION

## THIS PACK CONTAINS

### JOB DESCRIPTION

This outlines the main responsibilities of the job and will help you to complete the **COMPETENCY APPLICATION FORM**.

#### How we use your data

When you apply to work with us, we collect your personal information through your application form, interview or references so we can process your application.

We'll collect personal details such as name, address, telephone number and email address, previous job history and experience, qualifications, and any support needs you may have.

We'll also ask for diversity information like your gender, ethnicity and sexual orientation. You don't have to tell us this; we will always give you the option of 'prefer not to say'. If you do, it's always anonymised prior to selection.

Click [here](#) for our full Privacy Policy for job applicants.

### PERSON SPECIFICATION

This is an important document and explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. These 'criteria' are used to select candidates for shortlist and interview.

The criteria are grouped into 'competencies' which we use to assess your application. These will help you to complete the **COMPETENCY APPLICATION FORM**.

'Essential' criteria are those which you must have to carry out the responsibilities of the job.

'Desirable' criteria may also be included. These are extra requirements which may be considered if we receive too many applicants who meet our 'essential' criteria.

The person specification also indicates how each competency will be measured: Application form (F)/ Interview (I)/ Test (T) or Presentation (P).

### APPLICATION FORM

You must complete the application form to apply for this job. **CV's will not be accepted**. Applications received after the closing date will not normally be considered.

Our application form is divided into three separate sections: **PERSONAL INFORMATION**, **EQUAL OPPORTUNITIES MONITORING FORM** and **COMPETENCY APPLICATION FORM**.

When your application is assessed, you will be selected on the basis of the **COMPETENCY APPLICATION FORM**.

The **PERSONAL INFORMATION** and **EQUAL OPPORTUNITIES MONITORING FORM** will be detached and will be held by our HR Team for information and monitoring purposes only. These sections will not be seen by the short listing panel.

# GUIDANCE NOTES FOR CANDIDATES COMPLETING YOUR APPLICATION PACK

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## PERSONAL INFORMATION

Please complete name, address and contact details. You should also indicate your preferred method of contact for us to use.

You should provide the name and details of two referees, one of whom should preferably be your current or most recent employer. We will only make contact with your referees with your express permission.

## Employment History

You should provide details of your employment history, starting with your current or most recent employer.

In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your role and key achievements / responsibilities. We will need this information to ensure you have the work experience (if necessary) for this job.

In the final row you should note your reason for leaving, for examples see below:

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer

Employer: A N Other Employer

Address: 00, Random Road, Random Town, SS0 0SS

Job title: Finance Officer      Time held: 9 years / 6 months  
(years/months)

Key Duties: Ordering, processing and payment of orders and invoices. Managing income and expenditure reports. Handling payments quickly and efficiently.  
Recording and banking of petty cash

Reason for leaving: e.g. Alternative employment, promotion, spend time with family, life work balance, further education, career change, caring responsibilities; or contract ended; or dismissal (please state reason)

## Education and Qualifications

You should give full details of all educational, technical and professional qualifications, with attainment levels and subject areas clearly defined. We will need this information to ensure you have the qualifications (if necessary) for this job.

Educational establishment (name and full address)	Attainment level
Institution/professional body School, FE College, University etc.	Qualification and attainment level. GCSE or equivalent (number, subjects and grades) A Level or equivalent (number, subjects and grades) 1st Degree Level (subject(s) and grade(s)) Other professional qualifications

## Dates

Please note that we are keen to encourage candidates to minimise age/date information, but in some roles we may be required by law to request specific information

## Personal Development

Please give full details of personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring or coaching you have taken part in, membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career and note anything you feel relevant in this section.

## General

Please indicate if you are free to take up employment in the UK. You will be required to provide evidence of this if you are invited for interview. Please read the enclosed guidance on acceptable documentary evidence.

Please also list any criminal convictions which are not 'spent'. (This is defined in the Rehabilitation of Offenders Act 1974). This information will not affect shortlisting for interview and will affect appointment depending on the nature of the conviction.

If you require any adjustments to be made in the event that you are invited for interview, please outline them in this section (for example if you require wheelchair access).

Once all sections are complete, please sign and date to confirm you have read the declaration. If you are sending this form by email or online, please type your name in the space provided and you may be asked to sign the form if invited for interview.

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## EQUAL OPPORTUNITIES MONITORING FORM

St Pauls Advice Centre (SPAC) fully supports the principle of equality and diversity. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

To ensure we received applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. You may choose not to complete this form, or not to answer specific questions.

All information provided is treated in the strictest confidence.

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## COMPETENCY APPLICATION FORM

### RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

You will be selected for interview based on the information you provide in the competency application form. It is therefore essential you take this opportunity to demonstrate relevant skills, knowledge and experience relevant to the job vacancy advertised. Competencies are outlined in the Person Specification and we suggest you read this thoroughly before you complete the form.

A competency based approach is used in many organisations to show candidates the precise skills, knowledge, experience and behaviour that an individual must have to do a job. We use a competency approach to ensure we do not discriminate against candidates with different types of backgrounds. By clearly stating your abilities you are able to tell us if you are the right person for the job.

You should consider situations from your past experience that fully demonstrate the competency in question.

This experience could be from a work situation or from any other situation that you may feel to be relevant, e.g. as a charity trustee or voluntary work.

Answering competency-based questions can be tricky; it's easy to be long-winded or to go off on a tangent. Following the Situation, Task, Action and Result (STAR) technique will ensure you have a well-structured answer and one that includes all the elements required:

**Situation:** Start by outlining the situation you were in. e.g. where you were working, what your job title or role was, how long had you worked there etc

**Task:** Talk about the task at hand. What was required of you in a particular situation?

**Action:** What did you do? What action/s did you take and why?

**Result:** Summarise the results of your actions. If the result was not as you would have liked, explain how you would deal with this situation better next time.

Focus your answer on the action and results sections. We will be most interested to know what you did and what happened; the situation and task sections just give context to your story. With that in mind, allocate roughly 20% of your answer to the situation and task sections and the remaining 80% to the latter two parts.

An example of a competency (in green type), is shown below along with a sample answer (in black type):

### Communication

Selecting the most appropriate form of communication. Effective communication both orally and in writing. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally

“In my current role working for XXX for 5 years, I am responsible for preparing and delivering presentations to colleagues on the implementation of our new financial systems. This involved developing a PowerPoint presentation and supporting workshop materials and for delivering the presentation to staff at all levels of the organisation. I worked with external suppliers to develop the workshop and had to recognise that the financial experience of participants was varied. In this respect I had to be sensitive to the individual needs of the audience and sought feedback on their individual levels of understanding once the workshop had concluded.”

**Tip** In preparing this part of your application, it is useful to make a rough draft first. Check through the draft to make sure that it is clear and that it covers all the criteria, before you complete the actual form. Please give all the information that you think we may need – state clearly and concisely all relevant skills and experience – remember, you will be assessed on the answers you give in this section ONLY. We cannot guess or assume anything about you.

Should you wish to provide more information than there is space available, please continue onto no more than one additional sheet of paper and ensure you label and number any attached sheet.

### RETURNING THE APPLICATION FORM



#### By Hand or Post:

St Pauls Advice Centre  
146 Grosvenor Road  
Bristol  
BS2 8YA



#### By Email:

[enquiry@stpaulsAdvice.org.uk](mailto:enquiry@stpaulsAdvice.org.uk)



#### Enquiries:

0117 955 2981