

## Guidance for Completing the Application Form including supporting statement or CV plus Supporting Statement

You may apply by completing our application form (which includes a supporting statement section), or by submitting your CV plus a supporting statement (CVs without supporting statements will not be considered).

Selection for interview will be decided mainly from your supporting statement, which should include your responses to all aspects of the Person Specification. Secondly, we will draw conclusions from the information contained elsewhere in your application form or in your CV.

The application form, or your CV plus supporting statement, should be typed in black ink, please.

Please return your application form, or CV plus supporting statement, by email to [recruitment@suttoncarerscentre.org](mailto:recruitment@suttoncarerscentre.org), or please post or drop it in person.

We encourage you to let us know if you would like to apply in another way, and we would be happy to work with you to adapt the above format, if required.

The closing date to apply is midday on Wednesday 6<sup>th</sup> November however, we will be Interviewing in the order that we receive suitable applicants so please apply as soon as possible.

Please include a telephone number where you can be reached during the day and evening. If we wish to interview you, we will be calling to invite you to an interview and then following-up by email.

Copies of the Job Description and Person Specification as well as the full application pack are available from our website [www.suttoncarerscentre.org](http://www.suttoncarerscentre.org).

### **Further tips for getting called to interview**

We want to read the very best about what you can offer Carers, their families, our charity and the wider communities in Sutton. We use the same Person Specification for all applicants to help us recruit the best person for the job, asking everyone to outline their abilities, skills, knowledge and experience against what we think is necessary to carry out the role. **Please read the Person Specification carefully and complete your supporting statement to show how you meet these requirements.**



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Your selection for interview will depend on how well you meet these criteria. **You may find it easiest to list and address each item in the Person Specification in turn in your supporting statement – and that makes it easier for the panel to assess your suitability, too!**

When outlining how you meet the criteria, there is no need to repeat your full work history, for example, but drawing upon examples from different jobs or experiences is encouraged. You also may wish to highlight experience, aptitudes, values, or skills not apparent from your employment history.

Remember to consider experience in and out of paid work, things that may have been gained from caring for friends and family, raising children, running a household, moving countries or communities, overcoming adversity, or perhaps things learned from community, voluntary, leisure, or college activities.

Candidates who personalise their application to Sutton Carers Centre and who demonstrate their understanding of Carers' issues will be in the strongest position for interview. We also truly value diversity in our teams and hope to receive applications from people who come from many different backgrounds, places and experiences.

**Good luck! If you need help completing the application form, please contact us on 020 8296 5611.** If you do not have a computer at home, local libraries will have facilities you can use; we also are happy to offer access to ICT in our Centre.

Many thanks for showing an interest in our work and charity.

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