

Guidance Notes for Applicants

Please ensure that you read these notes **before** completing your application.

General Information

We decide whether or not to interview you solely based on the information you put in your application form, and therefore it is important that you include all relevant information.

We score all applicants using the person specification alone. You must show in your application how you meet the person specification. Make clear *how* you meet the criteria, *just saying that you do isn't enough*, you need to **demonstrate** what skills and experience you have.

Essential criteria are those you will need to have to be successfully shortlisted, desirable are those we would like to see in an individual but aren't essential to the job. In the event that a lot of people who apply do not have all of the essential criteria then we reserve the right to shortlist those who fall just shy of the requirements.

Worked Example

Essential criteria is 'experience of leading projects'

Bad response – 'I have many years experience of leading projects and so am able to undertake the work described'

Good response – 'In my role as Volunteer Co-ordinator at XYZ services I was asked to run a specific project funded by the local council which targeted homeless people getting into volunteering. This involved me managing a small team of staff, working with partners around homelessness provision and developing new ways of working to encourage this cohort into volunteering etc etc'

Equality & Diversity

For all posts within the Race and Equality Centre candidates *must* demonstrate their commitment to equality. Equality is part of our core business and we need people with a commitment to tackling inequality

in their day to day lives. Please tell us about your commitment to equality, and in particular race equality within your application.

Specific Parts of the Application

Employment Section: Please give details of your most recent employment. If you have not worked you might like to give details of voluntary work that you have undertaken.

Education/Qualifications: Please provide details of your education and qualifications. If there is a requirement for any qualifications please ensure that they are included within this section.

Other relevant training: Please specify any training that you think is relevant to the position you are applying for. Please include as many details as possible including dates.

Information to Support your Application: This is the main section of the form and is what the shortlisting panel will be concentrating most on. Make their job easier by setting this section out well and making sure that each part of the person specification is easily identifiable and supported by evidence of your skills or experience. Try to think about all your experiences as a whole – you can demonstrate your skills in a whole range of ways, whether through your personal experiences, family life, work or voluntary activities. Remember – panel members cannot assume anything – it is for you to show in your application how you meet the requirements of the job.

Try to keep this part of the application to no more than 2 sides of A4.

Referees: We ask for details of two referees. We generally don't take up references until after interviews. One reference must come from your most recent employer unless there are extenuating circumstances.

Job Share: All positions are open to discussions about job sharing. If you are keen to job share a post please state this in your application.

Working from Home: We are very flexible in relation to working patterns and would anticipate a mixture of working from home, outreach and minimal time in our office base in Chester.