



Action for Warm Homes

GUIDANCE FOR COMPLETING AN APPLICATION FORM

Please read these notes carefully before completing the application form – they are designed to help you to provide the information required.

Applicants demonstrating that they possess the **knowledge, experience and skills** required for the job stand the best chance of being shortlisted and selected for interview.

Bear in mind that the **job description** shows the purpose and job content of the post, and the **person specification** lists the criteria the successful candidate will need to meet. In completing the form you should provide **evidence** that you meet each of the essential criteria contained in the person specification by giving **examples** of what you have done, and **demonstrating** how you believe you meet each requirement. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge and skills is not sufficient. It is suggested that you use the selection criteria as headings, in the order that they appear on the person specification, to make sure that you address each criterion in turn.

When completing the form, please refer to any aspect of your **work experience**, whether paid or unpaid, that demonstrates how you meet the **essential criteria** in the **person specification** and **duties and responsibilities** in the **job description**. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work, etc.

Please do **not submit a CV**, as it will not be considered and will not be forwarded for shortlisting.

The application form should either be typed or written legibly. Please check that each part of the application has been completed before returning to us. Please also proofread your application to check for any misspelt words or grammatical errors. Make sure you send the application form to us on time. We will not be able to consider any applications that we receive after the closing date.

Finally – please accept our thanks for completing the application form and for the interest you have shown in the work of National Energy Action. We look forward to receiving your application form.