

# Job Application Pack



# St Pauls Advice Centre

Working for Ashley & East Bristol

St Pauls Advice Centre  
1<sup>st</sup> Floor  
Junction 3 Library  
Baptist Mills Court  
BS5 0FJ

[stpaulsAdvice.org.uk](http://stpaulsAdvice.org.uk)  
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 for the role 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 a key document that explains what we are looking for. It tells you what skills and abilities you need to do the job.

These skills and abilities are grouped into 'Competencies' considered 'Essential' to do the job. There may also be 'Desirable' competencies, which are extra qualities, which we may consider if too many applicants meet our 'essential' competencies.

Each competency includes some descriptors of the type of skills, knowledge, experience or behaviours we are expecting you will need in order to do the job.

These descriptors will help you to complete the **COMPETENCY APPLICATION FORM**. If your application is successful, they will also help you prepare for an interview.

### 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

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

## THE USE OF AI IN THIS PROCESS

We recognise that many applicants now use artificial intelligence tools to help prepare job applications. We accept the use of AI and understand that it can be a useful tool for improving spelling, grammar, structure, and clarity.

However, we strongly encourage applicants to complete the application form themselves and to ensure that the content accurately reflects their own experience, and way of communicating. Applications are most effective when they provide an authentic representation of the applicant.

We have observed that extensive use of AI can sometimes create a gap between how applicants appear on paper and how they present themselves at interview or perform in practice. We therefore encourage applicants to use AI with care and to ensure that any application submitted remains their own work and accurately reflects their abilities.

Please be assured that we do not use AI to sort, score, summarise, or shortlist applications. Every application is read and considered in full by members of the recruitment panel as part of our commitment to a fair and inclusive recruitment process.

## 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. Please include dates so that we can see any gaps in employment.

In completing this section, think about voluntary or unpaid work that you may have undertaken.

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		
Job title:	Finance Officer	Time held: (Closest full year)	9 years (02/17 to 05/26)
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)		

## 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.

We do ask for dates around employment so that we can understand patterns in your employment including gaps and overlaps.

## General

Please 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 only 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 your name 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.

---

## EQUAL OPPORTUNITIES MONITORING FORM

St Pauls Advice Centre 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.

---

## 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 your skills, knowledge, and abilities 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 to recruitment is used in many organisations to show the precise skills, knowledge, experience and behaviours that an individual must have to do a job. We use this 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 demonstrate your skills and abilities related to 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. 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):

### Competency: Effective Communication

- Presents information and data both orally and in writing, in a way that is clear, accessible and compelling, for internal and external audiences;
- Gains other peoples' trust by being honest, respectful, and sensitive to their needs

"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:**

1<sup>st</sup> Floor  
Junction 3 Library  
Baptist Mills Court  
BS5 0FJ



**By Email:**

admin@stpaulsAdvice.org.uk



**Enquiries:**

0117 955 2981