

Advocacy in Greenwich

Job Application Guidance Notes

These notes will help you applying for a job with Advocacy in Greenwich.

Application Pack

Together with these notes, you should have received or downloaded:

- Covering Letter
- Post Information and Job Description
- Applicant Contact Information Form
- Application Form
- Monitoring Form

General Guidance

If you require any of the information or forms in alternative format then please let us know – we will do our best to do this.

The forms should be relatively simple to complete using a Microsoft Office compatible package. You should be able to overtype or check a box as relevant.

We recommend that you keep a copy of the forms that you return to us.

Covering Letter

This tells you the closing date (where applicable) for the post and where to return completed applications.

Please make sure that you return your completed form to us by the closing date (if there is one). Late applications will generally not be accepted.

Post Information and Job Description

This lists the main duties of the post and the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information you give us in your application form against the criteria in the Post Information and Job Description we will decide whether or not to invite you to the next stage of selection process.

Applicant Contact Information Form

Contact Details: We will generally contact you by email about the progress of your application. If you would prefer us to contact you by another means then please let us know.

It may be necessary to phone you about your application. Please give us all the phone numbers that you are happy for us to contact you on during the day.

References: All jobs are offered subject to our receiving satisfactory references. Referees must be able to provide information about your suitability for this post. You must provide the names and contact details of two people who know you and who are able to comment on your suitability for the post. One of these must be your most recent employer and should be a person who was responsible for managing or supervising you. We suggest that you make sure that the people you choose are willing to act as referees before you give us their details.

Declaration: By signing this form you are certifying that all the information you have given us in your application (including on the Application Form itself) is correct. A false declaration may disqualify you from appointment or, if you are appointed, may lead to disciplinary action against you including termination of your employment. An e-signature is acceptable.

Application Form

This form contains no identifying information and is the only form that the selection panel will see in assessing who to take forward to the next stage of the appointment process.

Employment History: Please give a full employment history, starting with your current/most recent job and working backwards. We reserve the right to approach any of your previous employers to confirm the information that you have given is correct.

You may include any voluntary work that you have done.

Please explain any gaps in employment.

Training: The Post Information and Job Description will say whether the post requires any particular qualifications, training or educational background. In any case, we may ask to see evidence of your qualifications.

Why Do You Want This Job?: This is your opportunity to tell us why you are suitable for the job. Read through the Post Information and Job Description thoroughly and tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience, knowledge, skills and abilities.

Monitoring Form

You do not have to complete the Monitoring Form but doing so will help us to find out if we are attracting candidates from diverse backgrounds in accordance with our Equal Opportunities policy.