

GUIDANCE NOTES ON COMPLETING JOB APPLICATION FORMS

1. Healthwatch Redbridge seeks to be an equal opportunities employer and values a diverse staff team that reflects the population with which we work. We also aim to appoint the applicant who has the most relevant skills, abilities and experience for any post that we recruit. Healthwatch Redbridge will appoint the candidate who best fits the criteria laid down in the person specification enclosed. These are the only criteria used to shortlist applicants. Your application form is your only chance to show the recruitment panel that you meet the requirements to be short listed and invited for an interview - please read these guidance notes to increase your chance of success. We will remove the top-sheet of your application form before the short-listing so that the panel cannot be influenced by your name or gender etc, when deciding who to invite for interview.
2. To have the best chance of success:
 - Tailor your application to the job advertised, focusing on the PERSON SPECIFICATION.
 - Address each item on the person specification individually, in order of the specification, when completing the relevant section of the application.
 - Explain how you meet each of the criteria by giving information about, or examples of, your skills and experience gained whether as a paid worker, a volunteer or in a personal capacity. Relate your experience to the job specification: don't just describe your past employment. Please answer each point in detail: the recruitment panel cannot guess or make assumptions. For example, it is not enough simply to say 'I understand the importance of Equal Opportunities': you need to explain why you think it is important, to demonstrate your understanding to the short listing panel.
3. Please write clearly and concisely, using black ink or type. If necessary, you may attach two, A4 size continuation sheets. You may find it useful to do a rough draft before completing the application form.
4. Do not send a CV (curriculum vitae) or other unsolicited information, as it will be not be considered by the panel.
5. We regret that we will not be able to notify those applicants who we have not selected for interview.

REMEMBER: To have a good chance of being short listed, you must tell us clearly and in detail how you meet the person specification for this post.

