



## **Guidance Notes for completing a job application**

### **Application Form**

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form so please provide as much information as possible.
- Curriculum Vitae (CVs) will not be accepted.
- If your application is unsuccessful, The YMCA Wirral will securely destroy your personal information within 3 years of the date notifying you that you were unsuccessful.

### **Section 1: Declaration Acknowledgement**

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application and confirms that misleading information would be sufficient grounds for terminating of employment.

### **Section 2: Equal Opportunities**

- We wish to ensure that all applicants are treated fairly. This section will be separated from your application form upon receipt and its contents withheld from those responsible for shortlisting for interview.
- All data provided by you will be handled confidentially and in accordance with the General Data Protection Regulation 2018. Successful applicants will have the information transferred to their personnel file. Please sign to indicate your agreement.

### **Section 3.1: Candidate Education**

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications may be checked on appointment to a post.

### **Section 3.2: Employment History - Current Employment**

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.

- We will count voluntary or unpaid posts as employment so please supply details of any relevant posts if you wish.
- Should you be selected for the role 'your reason for leaving or wishing to leave' may be verified if we take references per Section 3.5.

## **Section 3.2 Employment History - Previous Employment**

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.
- Again, unpaid or voluntary work is also relevant here.

## **Section 3.3: Relevant Skills, Abilities, Knowledge and Experience**

- This section is vital & will form the main part of the selection process and you should refer to the Job Description and Person Specification.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- The best applications address each of the criteria separately particularly the person specification. If you wish to do this, briefly outline how you meet each one, providing specific examples where possible.
- If you would like to submit a video application for this section, please attach it to your application email.

## **Section 3.4: Other information**

- It is not necessary for you to provide your interests outside of the workplace, we have entered this section for you as an optional. Information provided here sometimes covers the person specification and also helps us to understand you as a person.
- Complete the disabilities and Rehabilitation of offenders Act 1974.

## **Section 3.5: References**

- Should you be selected for the role we will want to take up references as outlined below. However if possible we would like to do this earlier in the process.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.

- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

Please email your completed application form to [Nanette@ymcawirral.org.uk](mailto:Nanette@ymcawirral.org.uk)