

Guidance Notes for completion of application forms

Please read these notes carefully. The decision to short-list will be based solely on the information you provide on the application form.

- The application form should be completed only in **black ink** by hand or electronically. Applications will not be accepted in any other format.
- Every section of the application form must be completed, stating 'N/A' if not applicable.
- Incomplete forms may not be accepted.
- The Person Specification for the job describes the criteria which will be used to assess your application, this is, the qualifications, specialist knowledge and experience/track record required to do the job. We require you to use the application form to demonstrate your capabilities in relation to each of the criteria listed. It is advisable to list these points in order.
- The Job Description enclosed gives details of the duties of the post.
- When completing the work experience section of the application form, it is essential that you include all relevant work experience. This may include part-time work or work undertaken on a voluntary basis.
- Past employment should include your previous posts, even if they are with your present employer.
- The experience section of the application form is very important. This is where you make your case for the role.
- Please submit only **one extra sheet of A4 paper**.
- One of the referees quoted on the form should be your present employer or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.
- Applications received after the published closing date will not be considered.
- **CVs are not accepted.**
- The application form should be returned to :

Recruitment
Bramley Elderly Action
Bramley Community Centre
Waterloo Lane
Bramley
Leeds
LS13 2JB

Or email hrbramleyea@gmail.com