

GUIDANCE FOR COMPLETING THE APPLICATION FORM

To assist you in preparing your application form, please read these notes carefully.

The information you supply within the application form provides the only information we use to assess your initial suitability for the role and our decision whether or not to progress your application to become a volunteer. We do not accept CVs.

Please complete the application form in black ink (preferably typed).

Please return your form by email, post, fax, or in person.

Please include a telephone number where you can be reached during the day and evenings. If shortlisted, we will be calling to invite you to an interview.

This application pack contains a Role Description, the Personal Specifications required for the role. These documents set out the knowledge, skills, qualities and experience necessary for the voluntary work and any key duties of the role. In your application, you need to explain how you feel you meet the criteria set out for the role. The information provided here will enable us to select the person who best matches the requirements of the role.

Please keep a copy of the role description, personal qualities and experience required, as you may need to refer to them if you are called for an interview.

When outlining your additional skills and training, there is no need to include a CV or repeat your work history. Include things such as work courses, computer training or language skills, for example. You also may wish to highlight work or interpersonal skills not apparent from your employment history.

Pick out those aspects of your experience that are relevant to this role and explain how your ability, skills or knowledge match those required in the person specification.

Remember to consider experience in previous work and relevant experience outside paid work which may have been gained at home, in the community or through voluntary, leisure, or college activities.

Give examples where you can, to evidence how you fulfil the criteria.

We prefer to receive applications by email (electronic signature or scanned copies) but are happy to receive and do not penalise applicants for returning applications that are hand-written.

Good luck!

*If you need help completing the application form, please contact us on **020 8296 5611**.*

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