

## Guidance notes for applicants

1. The application form has been designed to obtain information from all applicants in a standard format. This will enable the interview panel to assess individual applications against the agreed person specification for the post.
2. SHARE will **not** consider CVs sent in without the application form.
3. The application form should be typed. The form is available in Microsoft Word format. When typing the application form it is your responsibility to ensure that your responses are clearly identifiable.
4. When completing the application form it is important that the information supplied is relevant and indicates the extent to which you meet the criteria as laid out in the Person Specification.
5. You should consider the relevance of the information supplied in your application with that contained in the job description. Stating that you meet the criteria in the person specification alone does not demonstrate this to the interview panel.
6. Paid employment or voluntary work is not the only indicator that you meet the requirements of the post. As long as you can demonstrate the relevance to the post, life experience and skills are just as important.
7. The content and quality of your application reflects your commitment to working with SHARE. Many applications are not considered beyond the shortlisting stage due to insufficient relevant information, lack of clarity and illegibility.