**Advice on completing the application form**

**Applications will not be considered unless instructions given below have been strictly followed.**

Please read the advice on completing application carefully before you start doing so. The application form plays an important part in the selection process and applicants will be assessed according to the information given. Ethnic monitoring form is part of the application. Incomplete applications will not be considered.

* Read through the Job Description and Person Specification.
* Consider what evidence you can give us to show that you possess the necessary experience, skills, abilities and knowledge and include them in your application. Include both paid and non-paid work experience.
* **Attach photocopies of major certificates evidencing what you have said in the application. The originals may be requested at the interviews. Failure to do so may result in your application being not considered.**
* Do a rough draft first to avoid mistakes, repetition etc. and to ensure that the application is accurate, relevant and well presented.
* Pay particular attention to the page where you have to make your case for the job. Use "skills and experience required" as your guide and demonstrate (using examples where appropriate) the experience, skills, abilities and knowledge you have that are relevant to the post.

**\*Please note that CVs will not be accepted.**

**Please mark your application "RECRUITMENT" and return the completed application form to: admin@linknetmentoring.com/volunteers@linknetmentoring.com before the closing date,** **12pm-Sun 15-05- 2022**