

Please read these notes before completing the application form.

### General Information

These guidance notes are intended to help you in promoting your skills and experience, which help us appoint the best candidate for the job.

Please note, **we do NOT accept CVs or scanned applications.**

- Completing the Application

If you are completing a hard copy application form, please complete it in black ink using BLOCK CAPITALS.

Please note that the boxes on our application form will expand as you type; however, if you are completing a hard copy application, please continue on a separate sheet of paper, which should be included when sending your application.

Sections A – C and G (first, second and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

If you have any difficulties with this application form, or would like to request any other format, please contact CVS Falkirk & District by email: [recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

### Specific Sections

#### Section A: Contact Details

Please only include details you are happy for us to use in contacting you.

#### Section B: Health and Equalities

As noted on the application form, we are committed to creating a diverse and inclusive environment. We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

The questions in this section are about supporting you as much as we can as an organisation; while you should feel free to tell us anything you believe is relevant to the role you are applying for, please only do so if you are comfortable for us to know this information.

#### Section C: Data Protection and Storage of Sensitive Information

This section details how we will store the information you include on your application, and how long for. We then ask for your signature to ensure you are happy with this arrangement.

### **Section D: Education and Training**

Any essential or desirable qualifications or experience will be listed in the Job Description and Person Specification. If you do not fully meet the qualification requirements, but have substantial experience, your application may still be considered. However, in your Supporting Statement (Section F) you must include how your experiences match these qualifications.

In this section, you should also include information on any relevant courses or training you have attended, either through your work, personal life, or education.

### **Section E: Employment Record**

The application form asks for details of the roles you have held, both paid employment and voluntary roles, starting with the most recent (where applicable).

You should account for any breaks in your employment history and include relevant skills you have developed through your work, volunteering or even other areas of your personal life (such as bringing up a family or caring responsibilities; these can also be included in Section F), especially where these experiences have helped you develop skills and abilities listed in the role descriptor.

### **Section F: Supporting Statement**

This section is your opportunity to tell us more about yourself and why you are suitable for the position you are applying for, using the person specification and job description for reference.

When completing this statement, you should refer – where relevant – to the role descriptor. Please include specific examples of how your experiences relate to the role – tell us what you did, rather than the team or organisation you were part of, and give examples which demonstrate a particular skill or quality.

If there is any information you believe to be relevant to your application, but which hasn't been covered by Sections A - E, please make sure to include it in your Supporting Statement.

### **Section G: References and Declaration**

You are asked to supply contact details of people you have worked with; one of these should be your current line manager or employer. If you are self-employed, or unemployed, your last employer should be named.

If you have unpaid experience, or experience gained through a volunteering role, you could include the Chairperson of the organisation or group you volunteered with, or someone who supported you in your role, such as the Volunteer Co-ordinator or Project



## Guidance Notes for Completing the CVS Falkirk Application for Employment Form

Manager. Teachers and lecturers can also be included as references, if you have recently left school or further education.

If you can only provide the details of personal references (ie. friends and family), this does not bar you from working with us; please continue with your application, and make sure you include the reason why you will be using personal references in your answers.

### **Returning Your Application**

Once the form is completed, you should keep a copy for yourself, in order to refer back during your interview.

The form should be returned before the deadline listed on the advert, by email:  
[recruitment@cvsfalkirk.org.uk](mailto:recruitment@cvsfalkirk.org.uk)

\*\*\*

Thank you for your interest in joining our team at CVS Falkirk & District, and we look forward to reviewing your application.