

## Application Form Guidance Notes

**Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.**

**Please note that sparqs is only able to accept electronic applications. Please ensure you provide a valid email address as we will use this address during the process to advise you on the status of your application.**

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality and Diversity policy. To do this fairly we need all applicants to provide relevant information about themselves to be assessed against the criteria in the enclosed job description and person specification. All information contained within the "personal details" section will be removed prior to shortlisting.

We are not able to consider previous applications or personal knowledge of you. This means that if you already work for sparqs either on a paid or voluntary basis, we will not take account of your personnel file or refer to your manager unless you have asked them to provide a reference for you.

### General Points

- Be sure to fill in the post title from the advert to ensure you are considered for the right post.
- If you need any help completing the form, please contact us.
- Please complete **all** sections of the form, we will be unable to consider incomplete applications.
- CV's will not be accepted.
- Shortlisting for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible, individual applications are not acknowledged. If you have not heard from us within three weeks of the closing date, unfortunately your application has not made the shortlist on this occasion.
- Please return your completed application forms by email as a Microsoft Word document to [admin@sparqs.ac.uk](mailto:admin@sparqs.ac.uk) . Please ensure you quote the post title in the subject box in your email.

### Qualifications and training

- Please only tell us about any qualifications which are relevant to the post you are applying for.
- Please only tell us about any training you received which can be verified by certificates you have received and which are relevant to the job you are applying for.
- If your application is progressed, you will need to provide us with original documentation to support any qualifications or awards you have disclosed. If these are not available, written confirmation will be required from the awarding body if you are successful in your application.

## **Employment experience**

- Please provide details of any previous jobs and the dates to the nearest month and year you were employed for each.
- Please account for any gaps in your education and employment history.
- Some people will have developed relevant skills through voluntary work. If you include any voluntary work, list the name and address of the organisation/group involved and the relevant dates.

## **Supporting Statement**

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the role profile for the job.
- Here it is essential to relate your experience to the information given in the job description by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying you have it.
- You may wish to draw on skills developed outside of work, whether home based or social/community activities. These might include voluntary work, bringing up children, carer responsibilities, as well as previous/present employment, study and training.
- Additional pages can be used to complete your statement.

## **References**

- As a charity working with vulnerable adults, safeguarding and protecting people who use our services is an integral part of our work. We are rigorous in our reference checks for this reason.
- All written references must be obtained prior to employment being confirmed.
- You are asked to provide names, email address and full postal address of two referees. These should be from your two most recent employers. If a reference is not available from a previous employer then one reference should be provided by an educational or professional person to whom you are known, e.g. GP, Solicitor, etc.