



## Guidance for Applicants

The application form is the first step in the recruitment process which may lead to an interview and a possible job offer. It is therefore essential to complete it to the best of your ability. The guidance below may be of help in completing your application form

1. Read the instructions on the application form carefully before completing it.
2. It is important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
3. Email applications will be accepted but must be received before the deadline. Emails should be sent to [administrator@torridgecvs.org.uk](mailto:administrator@torridgecvs.org.uk)
4. Please type your application clearly in black ink so it can be photocopied for the selection panel. If there is insufficient space, please use blank A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, the job title and reference number.
5. Please note that if an application is incomplete or illegible, we will not be able to consider it as part of the short-listing process.
6. Take time to complete your application form as this will be the main information used to decide whether you will be selected for further consideration.
7. The Person Specification gives details of the experience, skills and abilities needed to carry out the duties. Every application will be compared against the person specification.
8. The Supporting Statement is one of the most important parts of the form. You should cross reference your skills against the criteria listed on the Person Specification. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work. The short-listing process will focus on this area.
9. The Job Description will provide details of the purpose of the job, the level of responsibility, and the duties to be performed. This is an opportunity for you to see if the job is really the one for you.
10. Application forms are used to ensure that information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. Please do not include a CV unless you are specifically asked to do so.
11. TTVS is committed to equal opportunities and will make reasonable adjustments to help a person with a disability through the application and selection process. If you require assistance to support you during the application and selection process contact the TTVS Office Manager on 01237 420135 or [administrator@torridgecvs.org.uk](mailto:administrator@torridgecvs.org.uk).
12. Please note that late applications will not be considered.