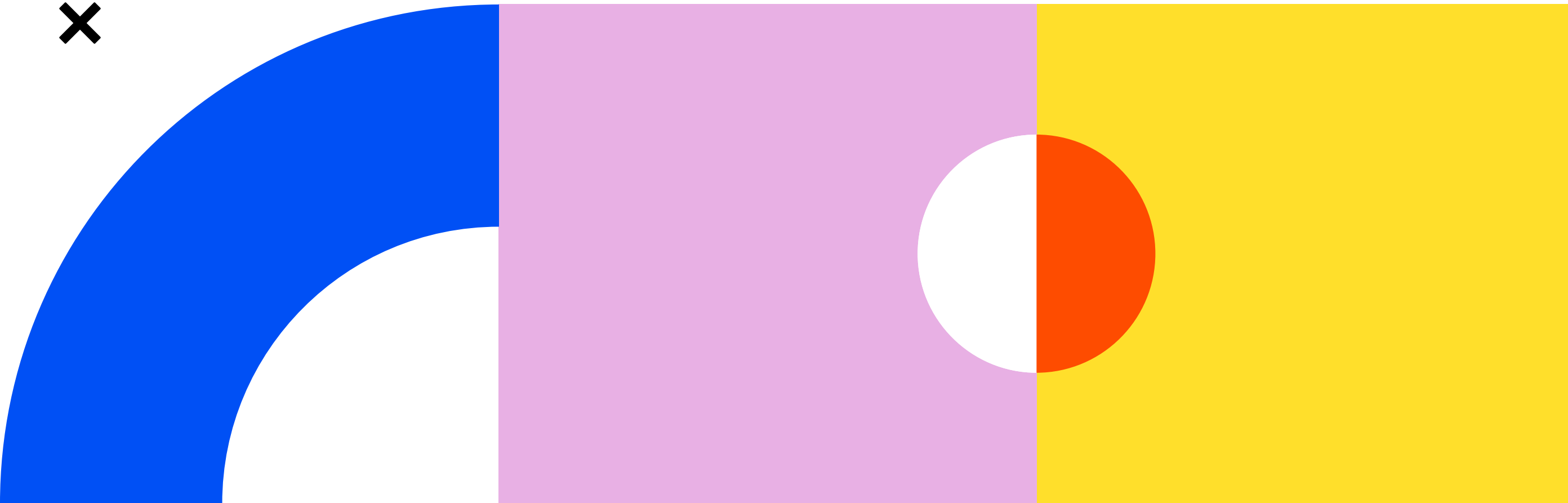
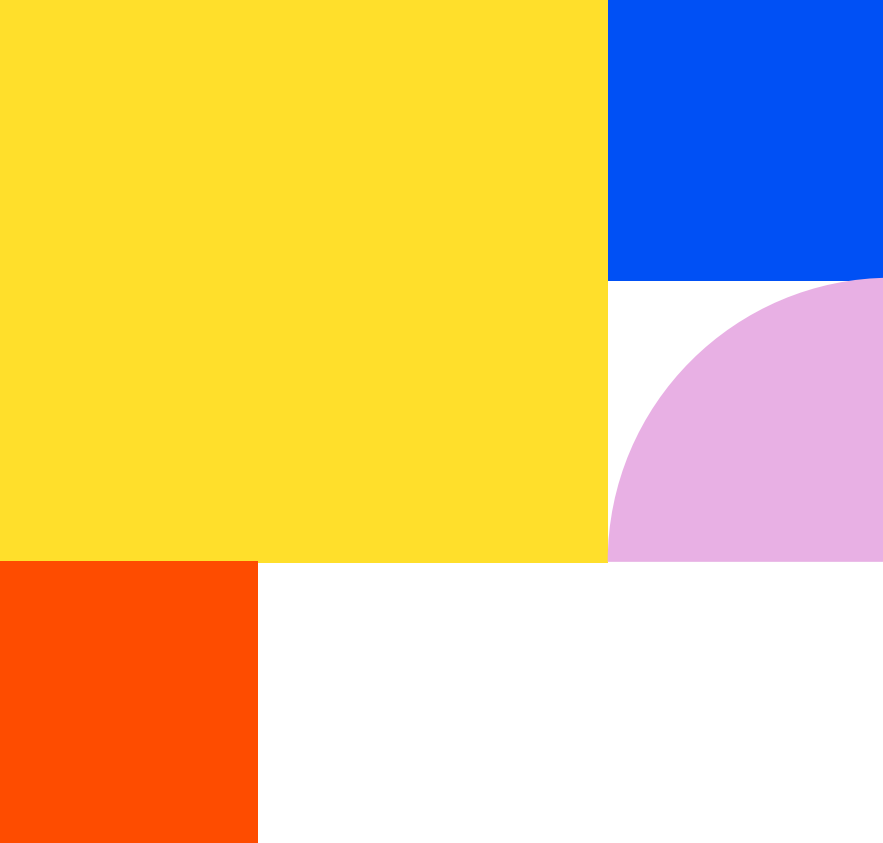


Guidance Notes on Completing the Application Form

x




**TURNING
LIVES
AROUND**



You are advised to read the following notes carefully, as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form.

Safeguarding Statement

Turning Lives Around (TLA) is fully committed to safeguarding and promoting the wellbeing of all children, young people and adults. TLA will take all reasonable steps to promote safe practice and protect children, young people and adults from harm, abuse and exploitation.

Read through Information

Make sure you read:

- Relevant Job Description and Employee Specification
- Application Form
- Equal Opportunities Monitoring Form

Equal Opportunities

Turning Lives Around TLA is committed to treating our staff fairly. We ensure that we do not discriminate against people because of age, ethnic or national origin, nationality, race, religious belief, gender, marital status, sexuality, responsibility for dependents, impairment, trade union or political activity, and any other disadvantaged group.

Disabled Applicants

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. If you are successful in gaining an interview for a post you are asked to inform us of any arrangements, which may need to be made in order for you to attend an interview.

Canvassing

You must not canvass existing staff members of TLA in relation to your application. This means you must not seek the support of existing staff members when completing your application form or attempt to ask them to influence the decision – if you do, you will be disqualified



General

Make sure that you read the Application Form fully before you write anything. Write out your Application Form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable for disqualification.

Employment Experience

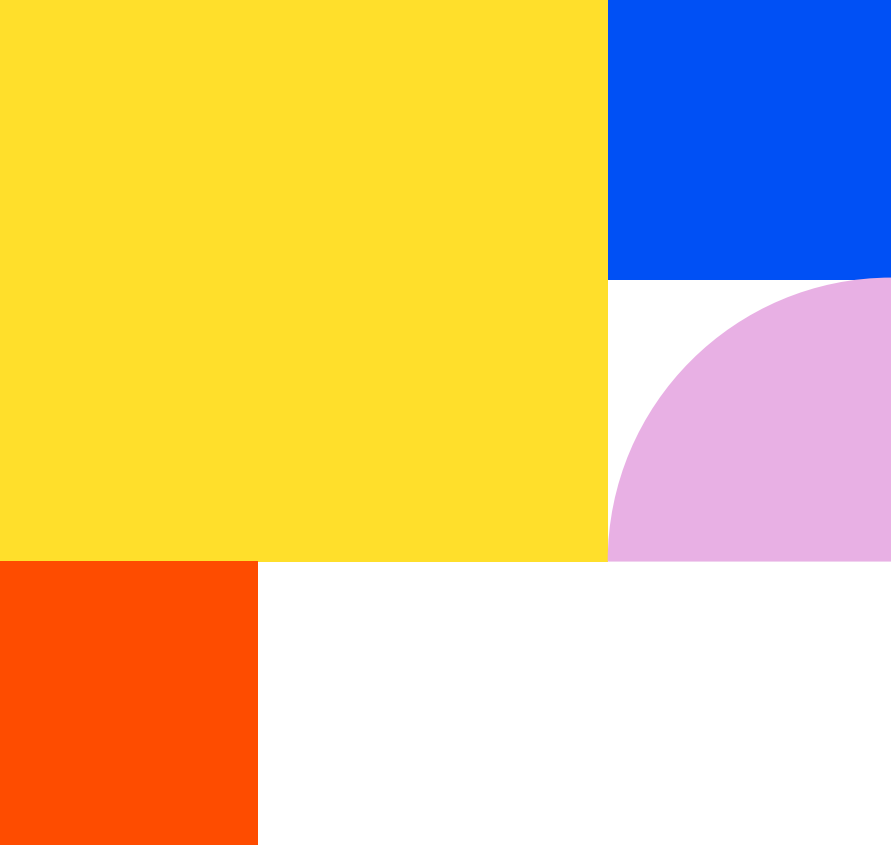
Complete this section as fully as possible giving exact dates. When you cannot remember specific dates, provide as good an indication of the time involved as possible.

Qualifications

Where specific qualifications are required for the position, this will be included in the Job Description and Employee Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications at interview.

Information In Support of Application

- Please read the Job Description and Employee Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position, for example would it be a promotion or alternatively a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out the competencies required by the Job Description and Employee Specification and provide evidence that you possess them on the Application Form.
- Applicants declaring a disability may submit more than two additional sheets, and, therefore, provide additional information in order that consideration may be given to reasonable adjustments.
- Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the employee specification that can be assessed from the application form. Please ensure that you address all areas of the employee specification.
- You must therefore give evidence, which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- Mention any relevant experience you have acquired outside work, such as community voluntary or leisure interests.



"Lived Experience"

TLA welcomes applications from people with “Lived Experience” if this applies to you, please make sure you tell us about how this will help you to undertake the role. Please feel free to let us know of any ongoing support you may need. Please be assured that any ongoing support needs will not preclude your application from consideration. We are really interested in how you have overcome or learnt from the issues you may have had in the past.

Above all, tailor your application to this specific job.

Finally Remember that your application is the only evidence recruiters have of identifying whether to invite you to interview you need to show yourself in the best light possible so please double check the form before sending it in for spelling and grammatical errors

Good Luck