

## **Guidelines for completing Application form**

Please answer all the questions in as much detail as you can. It is important when supplying details of referees that you answer whether we can contact them prior to interview. It is our policy to try to obtain references prior to interview in order to improve the speed of the recruitment process. If you would prefer us not to contact the referee unless we offer you the position; for example if they are your current employer, please answer no to this question.

### **Further Supporting Information – important**

Please note that this is one of the most important parts of the application form, it is the only chance that you have to inform the panel that you meet the essential and desirable criteria, specified in the Person Specification. Information given here is part of demonstrating your ability to meet the essential criteria. ***If you do not fill in this section as per these guidelines your application form will not be considered.***

We will be short listing people for interview based on their demonstration of the essential and desirable criteria that is marked Application Form (A).

This section is numbered, with each number corresponding to an essential requirement we expect you to demonstrate. Please explain in each section how you can demonstrate the relevant requirement. You don't need to answer anything that has only got Interview (I) stated next to the criteria. If you are successful in obtaining an interview you may be asked at question about these criteria at interview. You will notice that the numbering only relates to those criteria we want you to demonstrate on the application form. For example there is no number 7 on the application form. That is because it is going to be tested at Interview only.

As an example, criteria (1) on the Person Specification says: "You are required to have an excellent understanding of: Violence against women and domestic, sexual and honour based violence and abuse, stalking and forced marriage (A&I)" please demonstrate what your understanding of this is in the box next to number (1) on the application form. It is essential that you **demonstrate** how you fulfil each one. Each individual heading must be addressed separately.

Show that you understand the differences between **experience** and **understanding**, for example experience is what you have done and how/where you have done it; and understanding is telling us what the issue is and what you understand it to mean.

Please ensure that you **demonstrate** how you fulfil these criteria. For example, it is not sufficient to say, "I have an understanding of the impact on victims and their children". You must demonstrate this by telling us what your understanding is and preferable also give an example.