

Guidance notes on completing the application form

Please read the following notes carefully, as the decision to shortlist you for an interview will be based solely on the information you provide. If you encounter anything on the form that you do not understand, please call Coventry and Warwickshire Mind on 024 7655 2847 for assistance.

The advertisement and job description will specify the skills and experience required. The person specification contains all the shortlisting criteria, and you should pay particular attention to this when completing the application form.

Completing the application form

Read the application form carefully before filling it out. It might be helpful to make a copy of the blank form to draft a rough version. Please complete the form in black ink or type it in English. If you have a disability or require assistance in completing the form, please contact Coventry and Warwickshire Mind.

Employment

In this section, please list the names and addresses of your present and past employers (if any), starting with the current or most recent. Include dates, job titles, duties, salaries, and reasons for leaving. Be sure to include any part-time or temporary jobs.

Personal statement

Use this section to explain why you have applied for the job and why you believe you are suitable for it. Refer to the job description and person specification to help you complete this section. Keep these documents, as you may need to refer to them if you are selected for an interview. Highlight aspects of your experience or skills that are relevant to this job. Simply stating that you have done or can do the job is not sufficient. Explain how your abilities, skills, and knowledge match the requirements outlined in the person specification. Consider relevant experience from previous employment and other areas such as home life, education, or voluntary, leisure, or community activities. Ensure that you address all items in the person specification identified as selection criteria. If you already work for Coventry and Warwickshire Mind, do not assume that those reviewing your application will be familiar with you or your abilities.

References

We will only contact your references if we propose to offer you the job, which will be after any interview(s). If you are a school or college leaver, please provide details of the most recent educational institution you attended. If you have been working temporarily through an agency, please provide their details. If you are returning to work after an extended period and have difficulty providing details of your last employers, please let us know. Your referees should be able to provide an assessment of your suitability for this post. References from friends or family members are not acceptable. We cannot confirm an appointment without satisfactory references.

Closing date

Please ensure you complete the form in good time and send it to the address on the front of the form. Be aware of the closing date and make sure your application is returned well before this date. Applications received after the closing date will not be considered. If you are selected for an interview, you will be contacted shortly after the closing date. If you are not selected, you will not be contacted further. Unless we contact you within a month of the closing date, please assume you have not been shortlisted on this occasion.

The interview

The interview panel usually consists of 2–4 people who will ask questions related to the job and your application. The panel keeps a record of their assessment of each candidate to ensure that their decisions are clear, consistent, and objective.