



## **GUIDANCE NOTES ON COMPLETING APPLICATION FORM**

Thank you for your interest in this job vacancy. Please find attached the following documents relating to this vacancy:

- Application Form
- Job Description and Person Specification
- Diversity Monitoring Form

The following guidance notes are designed to help you complete your application form. Please read this information carefully so that you know what the job role involves and the range of skills and experience required.

Shortlisted candidates will be informed as soon as possible after shortlisting has taken place.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

### **PLEASE RETURN COMPLETED APPLICATION FORMS TO:**

**Email:** [recruitment@seftoncvvs.org.uk](mailto:recruitment@seftoncvvs.org.uk)

**By Post:**

Recruitment  
Sefton CVS  
3<sup>rd</sup> Floor, North Wing  
Burlington House  
Crosby Road North  
Waterloo  
Liverpool  
L22 OLG

## 1. CONSIDER WHAT YOU WANT TO SAY

**Consider all the relevant experience you have gained when you complete your form.**

Decisions about who will be selected for interview will be based on the information in your application form, compared against the person specification.

The following guidelines may help you:

- Look carefully at the job description and ask yourself why you are interested in the post.
- Think about your experience.
- How can you show that you have the skills, knowledge and experience to do the job? It is helpful if you substantiate your claims by highlighting specific examples.
- Try to describe activities that relate to skills identified in the person specification.
- Make sure your application relates to the job you are applying for. Do not copy the same one for a series of jobs.
- Describe all the work you have undertaken that is relevant to the post, whether paid or unpaid.

## 2. COMPLETING THE APPLICATION FORM

- All sections of the application form should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

**PLEASE NOTE A CURRICULUM VITAE IS NOT AN ACCEPTABLE REPLACEMENT FOR A FULLY COMPLETED APPLICATION FORM**

- Check the completed form for accuracy and spelling.

Make sure you complete the form clearly in **black** ink.

## 3. SHORTLISTING AND INTERVIEWS

After the closing date, the application forms are read carefully to see how each person's skills and experience relate to those sought in the person specification. The shortlist is then prepared based on this assessment, and we undertake a range of processes dependant on the post – all of which will include a panel interview.

Some posts will require candidates to prepare a presentation in advance, undertake a skills test relevant to the vacancy or meet key staff partners. These will be clearly prescribed to those called for interview in advance to enable them to prepare.

The panel keep a record of their assessment of each candidate and will therefore be taking notes throughout the formal interview. This is so that the reasons for their selection are clear, consistent and justifiable.

#### 4. **FEEDBACK FROM INTERVIEWS**

If you wish to discuss why you were not successful at the interview, please email [recruitment@seftoncvcs.org.uk](mailto:recruitment@seftoncvcs.org.uk) to arrange a phone conversation with a member of the interview panel.

**UNFORTUNATELY, OWING TO THE NUMBERS INVOLVED, IT IS NOT POSSIBLE TO OFFER FEEDBACK TO APPLICANTS WHO HAVE NOT BEEN SHORTLISTED.**

#### 5. **DISCLOSURE AND BARRING SERVICE CHECKS**

Where the job being applied for involves engaging in a regulated activity with children or with vulnerable adults, we will carry out an enhanced background check with the Disclosure and Barring Service (formerly called “a CRB check”). If you have been barred from working with children or with vulnerable adults, you should not apply for such posts. Our policy on the suitability of ex-offenders is available on request from the Human Resources Department. The existence of a criminal conviction will not necessarily be a bar to your employment with us. Sefton CVS will review the full circumstances of any convictions and we will consider:

- any legal or regulatory requirements (relevant to the post being applied for)
- the nature of the offence(s)
- its relevance to the position being applied for
- the length and type of sentence issued
- the age it was committed
- whether the applicant has a pattern of offending behaviour, for example, if there are multiple offences
- whether the applicant’s circumstances have changed since the offending behaviour. For example, where the offence was time-limited or committed as a juvenile and the individual has taken on responsibilities in life to enhance their standing in society, such as through education or voluntary work
- the circumstances surrounding the offending behaviour and the explanation offered by the individual.

#### 6. **COMPLAINTS**

Sefton CVS strives to ensure that every stage of the recruitment process is properly carried out and that every applicant is treated fairly and helpfully even if not appointed.

Sefton Council for Voluntary Service (CVS)  
Registered Charity No. 1024546. Company Limited by Guarantee No. 2832920.  
Suite 3B, 3rd Floor, North Wing, Burlington House, Crosby Road North, Waterloo, L22 0LG  
Tel: (0151) 920 0726 Email: [mail@seftoncvcs.org.uk](mailto:mail@seftoncvcs.org.uk)

In the first instance, complaints should be set out in writing and addressed to the Chief Executive of Sefton Council for Voluntary Service.

**Contact details:**

The Chief Executive  
Sefton CVS  
3<sup>rd</sup> Floor, North Wing  
Burlington House  
Crosby Road North  
Waterloo  
Liverpool  
L22 0LG

The letter will be acknowledged by the Chief Executive, normally within 5 working days of receiving it in accordance with the Sefton CVS Comments & Complaints Procedure. Please visit [www.seftoncvvs.org.uk/policies](http://www.seftoncvvs.org.uk/policies) for full details of this procedure.

**IT IS HOPED YOU WILL BE SUCCESSFUL IN YOUR APPLICATION. IF YOU ARE NOT,  
PLEASE DO NOT BE DISCOURAGED FROM APPLYING OTHER POSITIONS WITHIN  
THE AGENCY.**

**YOUR SKILLS AND EXPERIENCE MAY BE WHAT WE REQUIRE FOR ANOTHER POST.**