

## **Guidance notes for candidates applying for jobs at Coventry and Warwickshire Partnership Trust**

Please read the following guidance notes before completing you application form.

### **Your Application**

The application form is an important part of the Trust's selection process, both in deciding whether you will be short listed for interview, and in your interview itself. For these reasons it is in your best interests to complete the application form as fully and accurately as possible. All information provided in your application will be strictly confidential, and only seen by a member of the Human Resources department and the selection panel.

### **Before you start your application**

- Read through the documents attached to the advertisement such as the person specification, job description and Working for Coventry and Warwickshire Partnership Trust.
  - The person specification lists the skills and experiences we feel you need in order to complete the job with the relevant weighting of importance attached.
  - The job description contains information about the job, regarding the duties involved and generally conditions that are applicable.
  - Working for Coventry and Warwickshire Partnership Trust explains the benefits of working for Coventry and Warwickshire Partnership Trust.
- Ask yourself whether you are truly interested in the job, what you have to offer the Trust, and whether you have had similar experiences previously?
- Consider how you will best demonstrate your skills, knowledge and experiences. Providing in-depth detail about previous jobs will help identify your suitability for the post. Remember to include any other relevant experience obtained such as working within the community, voluntary work and leisure interests.

- Complete a rough draft before you complete your final application form. This will help you avoid mistakes and also gives you the opportunity to ensure your application is well organised and relevant.

### **Completing the application form**

- Complete the application form referring to your previous rough draft.
- Complete your personal details as fully as possible. Please note failure to disclose any relevant information may result in termination of your employment.
- Please provide all information regarding education, qualifications and training previously undertaken, including dates, levels of exams and the grades obtained. Please include details of any memberships with relevant professional bodies.
- You must provide the Trust with your employment history starting with the most recent employer. Include any part time, temporary or voluntary work with the names and addresses of present and past employers and an outline of your position held, salary and reason for leaving.
- Supporting information –
  - This is the most important section of the application form. It is the information provided here which may determine whether you are short listed for interview. This is why it is vital you mention all the skills, knowledge and experience you have gained through work, voluntary work, work experience, during education, at home, or hobbies. You will need to integrate all your skills, knowledge and experiences against the criteria set out in the person specification
  - Be as descriptive as possible, and avoid bland statements. You need to give examples of how you meet the person specification, for example, if applying for clerical position, the person specification will normally ask for experience/knowledge of general office software. Therefore you will need to notify the panel about the software you have used, such as MS Word or Excel, the type of documents you have produced, such as reports, memos or spreadsheets and for what purpose.

- You will notice certain person specifications will mark criteria in both the application form and at the interview stage. Please make sure that you demonstrate your skills, knowledge and experience as comprehensively as possible in the application form. It is this information you demonstrate in your application form that will determine whether you are short listed for interview, where further investigation of the criteria will take place.
- You must provide the names, addresses and email addresses of two people from whom you would wish to obtain a reference. At least one of these must be your current or most recent employer. School leavers should give the name and address of their head of school or college principal. If you do not wish your current employer to be contacted at this stage, please indicate clearly on your application form. However, please note that the Trust will be unable to confirm an unconditional offer of employment until all references are obtained.
- Finally –
  - Please read your form carefully and check for errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action being taken against you.

### **Equal opportunity monitoring**

Coventry and Warwickshire Partnership Trust recognises that discrimination is both unlawful and unacceptable and is committed to being an Equal Opportunities employer, ensuring all employees receive equal access in respect of recruitment, promotion, training or services.

### **Disabilities**

If you have declared a disability on your application form and you meet the minimum criteria for the job as defined in the person specification, you will be guaranteed an interview. This does not guarantee you an offer of the job. At interview you will be assessed along with all of the other short listed candidates. You do not have to declare a disability, but we can only guarantee you an interview, subject to meeting the minimum criteria, if you tell us. Please let us know any requirements needed at interview.



