

TIPS ON COMPLETING YOUR JOB APPLICATION

Please take the time to read this before completing your application form. A badly completed form will not get you an interview!

Top Tips

1. Read the all the information in the job pack. This will help you do a good application
2. Photocopy the form so you can do rough drafts of your application. Ask a friend or teacher to read your drafts and make suggestions. Store the original form safely so it remains in good condition.
3. Allow yourself plenty of time to complete the form. It will take a few hours to get the first draft done.
4. Read the whole form through a couple of times to get a feel for what we are looking for
5. Write clearly in black ink or type your form. If you are typing the form, always use a standard font such as Times Roman or Arial, and never set the size less than eleven points
6. Answer all questions and write 'not applicable' if the question is not relevant to the job you are applying for.
7. Read and follow the guidance in the Person Specification section. This section is crucial for shortlisting.
8. Do not send a CV instead of the form
9. Do not forget to sign the form at the end
10. Keep a copy of your completed form
11. Send a short covering letter with your application form

12. Make sure you use a large envelope so you don't have to fold the form.

13. Post the form well before the deadline

The job description

This explains what you will be doing if you get the job. It is in the form of a list of duties that will be a typical days work. Study this to help you get a feel for the job.

The person specification

This tells you the skills, knowledge and experience you need to be able to do the job. It is divided up to show aspects that are essential and desirable criteria.

You should address each criteria in the person specification in the "Reasons for applying" section on your application form and explain how you meet each requirement stated.

You should work through each requirement in the order they appear on the specification. Provide examples to demonstrate how you meet each criteria. These do not have to be work related examples, as you can use examples of experience you have gained in a domestic environment or voluntary capacity

When we shortlist for interview, we look at whether you meet all the essential requirements stated in the person specification. If you do not meet the criteria, we are unlikely to invite you for an interview. If we have many applications which meet the essential characteristics, we will look at whether you meet the desirable characteristics when short-listing for interview.

If you fail to complete this section adequately, ie do not provide examples or demonstrate how you meet the criteria, you will not be shortlisted for interview.

Help With Your Application

If you have difficulties completing your application in the conventional way, or have particular needs that make applying for a job difficult, eg dyslexia, please ring HR on 0161-274 2143,

email jobs@eastlandshomes.co.uk or come into the office on Victoria Street (off Ashton Old Road) and we will get back to you as soon as we can.