

# **NOTES OF GUIDANCE**

## **FOR JOB APPLICANTS**

### ***EQUAL OPPORTUNITIES MONITORING FORM***

The enclosed questionnaire does not form part of your application. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy.

### ***COMPLETING THE APPLICATION FORM***

You will find included in the attached information a person specification. This will be used by those responsible for selecting a shortlist of applicants to be interviewed, and at the interview itself. It will also help you to understand the requirements of the post and tailor your application to addressing these.

Please note that it is not our policy to interview all applicants who are able to demonstrate on their application form that they meet the essential criteria for the post. By reference to the person specification a decision will be made as to which applicants are better prepared to carry out the duties and responsibilities of the post. The quality and style of your application will therefore be significant.

Better applications will address each of the requirements and the duties of the job (as listed in the person specification) demonstrating relevant experience / skills by reference to achievements in an appropriate area of work or from areas where the skills acquired are transferable.

Weaker candidates recount their experience without reference to the job in question, the level of responsibility they may have had, or any achievements they have made. This means that we have to make any connection between that experience etc and how the individual would be able to respond to the responsibilities of the job for which they are applying, – this could mean you do not get shortlisted because we do not have enough information to show you could do the job.

### ***COMPLAINTS PROCEDURE***

Warwickshire Welfare Rights Advice Service aims to ensure that no job applicant or employee should receive less favourable treatment than another on the grounds of ethnic or national origin, race, colour, nationality, sex, matrimonial status or disability. If at any stage you feel that your application has not been dealt with fairly please write, giving details of your complaint, to the Service Manager, Warwickshire Welfare Rights Advice Service, 1 Stratford Street, Nuneaton, Warwickshire, CV11 5BS.

