

## Guidance for your application

Unlimited Potential welcomes applications from all people who are interested in working with us. To maximise your chance of being chosen for an interview, you can do a few simple things.

### General information.

Think of the people who will read your application. What impression do you want them to get of you? Do not forget that they will be reading many other applications – what will make yours stand out?

Where necessary, you may submit your application in an alternative formats (such as in Braille or on tape). If you need any special arrangements to help you complete your application, please let us know.

Read the whole Application Form before you start filling it in. This will help you be clear about what we are asking.

You might want to copy a blank Application Form and fill in a rough version first. This will help you to space your answers.

Write or type clearly in black ink. Make sure that your application is neat and easy to read.

Fill in all sections of the Application Form, and answer every question. There is more guidance overleaf. Do not leave any sections or answers blank. Otherwise, we might disregard your application.

Keep your information clear and concise. Avoid jargon, waffle and any irrelevant information.

Please do not send a curriculum vitae (CV), as we will not consider it.

Proof read your application form. Check for any spelling or grammatical errors. Do not forget to also complete fully and sign the Personal Details form and the Equity and Diversity form. Send all three forms to us. Only the Application Form will be used to shortlist and select people.

Keep a copy of your application form. You can then use this to help you prepare if we invite you for an interview.

Make sure that your application arrives with us before the deadline stated. We will not consider any application that arrives late. If you will post your application, leave plenty of time for it to reach us.



## **Answering the questions.**

Link the information you give to the Person Specification. Make sure that you sell yourself positively. Show how you meet each requirement, using facts and examples, including any relevant qualifications.

### **Skills and competencies**

We are looking for evidence of what you can do. Say how you have gained the skills, whether in a job or elsewhere. Give examples of how you have used them that are relevant to the post.

### **Knowledge**

We are interested in what you know. Give evidence of the type and depth of knowledge that you have that is relevant to the post. If possible, say how and where you gained the knowledge.

### **Learning and development**

We want to know about the type and depth of your learning, and about your own personal development. This is much more than just courses and certificates, such as visits, activities and other life experiences. Give evidence of where you have put your learning into practice.

The Application Form does not ask you to list your education. If, however, you have done courses or got qualifications that are relevant to the post, make sure that you tell us in your answers.

### **Experience**

We are searching for the quality of your experience, and its relevance to the post. This can be from paid work, volunteering or other activities, such as being a parent or carer.

### **Personal qualities and circumstances**

We are interested in your personal qualities that are essential and directly relevant to the post. Give examples of where you have shown your personal qualities. Carefully consider the questions, as the answers in this section often tell us most about a person.

### **Employment**

Please complete this section in full, giving honest reasons why you left previous employers. If necessary, please explain any gaps between jobs.