



## Completing your Application Form

- ***Please read the Role Profile thoroughly before completing the Application Form.***
- Make sure you are clear about the range of tasks needed for the role and that you understand what you will be doing if you are successful in your application. The **accountabilities** section of the Role Profile gives you a clear indication of what the job involves – do not be put off if you have not completed any or all of these tasks before. NWH can offer a certain amount of '*on the job*' training and support to you, if you have the right skills and abilities.
- When reading the Role Profile, pay particular attention to the section entitled **QUALIFICATIONS/EXPERIENCE/KNOWLEDGE/SKILLS**. This section describes the skills and experience you need to have to be invited to attend an interview. It is split into the knowledge, skills and abilities you **MUST** have and those which we feel would be great if you had too.
- Please make sure you are able to demonstrate how you meet each of the essential points listed - if you do not have ***all*** of the essential knowledge, skills and abilities shown here, you will not be asked to attend an interview.
- A quick way to assess this is to mark yourself against each of the essential areas and tick each item as you go along. If you feel you do not have any of the essential areas, speak to a colleague, your manager or friend who knows you well – they may be able to remind you of something you have forgotten.
- If you've been out of paid employment for a long time, have never been employed or are looking to change career, think about the transferable skills you may have. You may have considerable responsibilities in the home, organise social events, do voluntary work – all of these are valuable and may show that you have the skills we are looking for.
- If there are any points on the desirable list that you also meet, please give us details of those as well.
- Write out your application in draft to avoid mistakes, repetitions, etc.
- Make sure the information you give us is well organised and relevant.
- Give examples of the work you have been involved in and write it in a positive way (e.g. I was responsible for, I organised). Please do not just repeat what appears on the Role Profile, give examples of what ***you*** have actually done and how ***you*** did it, do not give us a list of what the organisation you worked for did, or what you have studied.
- The most important thing is to provide us with as much relevant information as possible - we cannot guess or make assumptions, we only judge what you have actually written on the form.
- Don't forget presentation! Check your grammar and spelling.