

## INFORMATION AND GUIDANCE NOTES FOR JOB APPLICANTS

Merton Voluntary Service Council is committed to ensuring that equal opportunities are operated in practice as well as principle. We have careful procedures for recruitment, selection and appointment to help us make this policy fully effective.

The following guidance is intended to help candidates in completing their application form.

- Please complete the form in full.
- Please do not attach a CV as an alternative or supplement. It is important that we compare candidate's experience drawing on the same range of information in support of an application – if this is longer than the space provided on the application form it can be attached as a separate sheet (however, if completing the form electronically, the space will expand)
- Please try to ensure that any supporting statement does not run to longer than two sides of A4!
- In any supporting statement please refer to the Person Specification since we always look to see how well candidates meet these requirements when preparing the short list for interview. It is helpful if you use these as sub-headings within your supporting statement.
- Please ensure that you address all points requested. Candidates' responses to these items are an important part of ascertaining whether the applicant meets our criteria.
- References. Please give your current or most recent employer (or tutor) as one of your referees. The second referee should also know about your overall skills and experience.
- As part of our equal opportunities practice we do not offer informal telephone guidance: it is important that anyone involved in the short listing stages are not compromised by an informal chat. However, if there are any aspects of the contractual details or selection process which may not be clear, then you are welcome to discuss these with the Chief Executive Officer.
- Applications can be submitted as a signed hard copy or emailed (in which case it is assumed the information is correct).