

GUIDANCE ON COMPLETING THE APPLICATION FORM & SUBMITTING A CV

Please read the enclosed information carefully before completing your application form.

In submitting your application form if you require assistance in completing the form please contact the Recruitment Administrator by telephoning (01753) 894724.

Completing the Application Form

- Please indicate the Job Title of the post you are applying for
- Please complete name, address and contact details
- If you are shortlisted for interview you will be asked to provide proof of eligibility to work in the UK.
- Employment History. Provide details of your employment history, starting with your current or most recent employer. Note your key achievements and responsibilities, we will need this information to ensure you have the work experience necessary for this job,
- Voluntary or unpaid work. Include in this section any details which you believe to be relevant to this post.
- Qualifications. You should give full details of all educational, technical and professional qualifications with attainment level examinations passed and grades. We will need this information to ensure you have the qualifications (if necessary) for the job.
- Personal Development. This could be formal training courses that you have undertaken or membership of associations or professional groups.
- References. You should provide the details of two referees, one of whom should be your current or most recent employer. If you have recently finished education, a tutor or teacher. Do not give family members as referees.
- If you need a driving licence it will say so in the job description, if this is a requirement, please indicate the type of driving licence you hold
- Supporting Information. Please refer to the **Job Description and Person Specification**. Outline your skills, knowledge and experience from any area of your life which demonstrates your suitability for this post against the criteria listed in the job description and person specification. Should you wish to provide more information, please continue on to no more than one sheet and attach this to the application form.
 - o This is important information, these criteria are used to select candidates for shortlist and interview.
 - o Essential criteria are those which you **must** have to carry out the responsibilities for the role.
 - o Desirable criteria may also be included. These are extra requirements which may be considered if we receive a high number of applicants.
 - o In ensuring we have a discrimination free process, it is essential that you carefully consider the requirements of the role and describe how you meet them.
 - o You may be one of many people applying for a job, so your application form needs to stand out by demonstrating your suitability for the post against the **Job Description and Person Specification**. For example:

Within the Person Specification a requirement might be:

Experience in supervising and co-ordinating a team.

Describe any supervisory post you have held and how you co-ordinated this work of the people in your team.

Puts the customer first.

Describe how you have assisted customers or assisted them with queries.

- If you are submitting a CV, it is essential that you include a section on the Job Description and Person Specification, found in the Job Pack. This is to ensure a fair way to recruit, as it provides consistency in the process.
- Rehabilitation of Offenders Act. You are required to give details of any convictions which are not spent. Where a job requires working with children or vulnerable adults, you will be required to undertake a Criminal Records Bureau check.
- Declaration. Please sign and date the form. If information given proves to be false or important information is withheld, this may lead to the termination of your employment.

Recruitment Monitoring Form

One of Slough Community Leisure's visions is a workforce that reflects the local community profile. We are committed to equal opportunities and diversity. To enable us to monitor that we receive applications from all sections of society, please complete the Equal Opportunities Monitoring part of the form. Please note the following:

If you require any adjustments to be made in the event that you are invited for interview, please outline them in this section e.g. if you require wheelchair access.

And finally return your completed application form to:

**Recruitment Administrator
Slough Community Leisure
Montem Leisure Centre
Montem Lane
Slough Berkshire SL1 2QG**