



## Guidance notes on completing your application form

Please read these notes carefully before completing your application form.

It is International Alert's aim to appoint the best candidate for every vacancy – in accordance with our Equal Opportunities Policy. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the qualities listed in the person specification of the relevant job description, which are regarded as essential/desirable to do the job.

Your application should provide us with as much information as relevant. The information you provide is the sole mechanism we have for making our first selection in deciding who we wish to invite for a selection process. That means we only consider the information that appears on the application form. No assumptions will be made about your talents, qualifications, experience, abilities, skills or knowledge, so it is very important that your application form gives us the information we need and that the information that you want to give us to demonstrate your suitability for the role.

The following guidance is designed to help you fill in your application form effectively:

- We encourage you to spend time reviewing your current achievements, talents, experience, skills and knowledge before applying for any role. By doing so, you are more likely to apply for positions that you will be suitable for. Your previous experience, interests and skills should help direct your job search. Once you know more about what sort of opportunities you want to apply for, you should view our vacancies.
- Before completing the application form, you should study the job description (and the person specification within) carefully, as these will provide you with detailed information about the position. Think about your achievements in the past to see if they have provided you with the sufficient experience, knowledge and skills that International Alert is looking for in the successful candidate. If you believe you meet the requirements, you could consider applying. If you feel you don't meet the requirements, why not search for other opportunities. Alternatively, review our website regularly for any new suitable posts.
- Only once you are confident that you have the skills and competencies that the role requires should you complete the application form.
- Make sure that your application is specific to the job you are applying for. A standard application form, which you have prepared before, may not address all of the items in the person specification.
- You should provide information that addresses all of the items in the person specification. If possible, try to do so in the order in which they are listed.
- It may be helpful to do a rough draft of the form first, so as to avoid mistakes and repetition.
- Please ensure that you complete all sections of the application form.

The equal opportunities monitoring form that you are asked to complete is used only for monitoring our Equal Opportunities Policy and will not be used for any other purpose. It will be separated from the application form before shortlisting and kept confidentially.

CVs/Resumés will not be accepted in place of a completed application form.

If you require assistance or have any queries regarding the application form or recruitment process, please contact the Human Resources Officer on +44 (0)20 7627 6869.

1. Completed application forms and equal opportunities monitoring forms should be returned in order to reach us by 5pm (UK time) on the closing date, unless otherwise stated on the advert or the letter accompanying this form. They can be sent by post to: International Alert, 346 Clapham Road, London, SW9 9AP, UK, or via email to: [jobs@international-alert.org](mailto:jobs@international-alert.org).
2. If the role is based in the UK, the government requires us to check that you are eligible to work in the UK. As part of the induction, you are required to produce either your passport or similar documentation to show that you are eligible to work in the UK. Your National Insurance number is also some indication of your eligibility to work in the UK.
3. By signing your application form, you give your consent for the enclosed personal sensitive information to be held on a computer and/or relevant filing system and for the information to be disclosed to third parties in accordance with the relevant Code of Practice under the Data Protection Act. This information will be processed for recruitment and selection purposes only. You are also indicating that the statements you make are true and complete. Making a false statement in your application may affect your future employment with International Alert.