



## **Advice on completing your application form**

Please read these notes carefully before completing your application form.

It is our 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 job description, which are regarded as essential/desirable to do the job.

Your application should provide us with as much information as possible. 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 the information that you want to give us to demonstrate your suitability for the role. This guidance is designed to help you fill in your application form effectively.

### **Before completing the application form**

- We encourage you to spend time reviewing your current achievements, talents, experience, skills and knowledge. 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.
- Before completing the application form, you should study the job description and the person specification 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 sufficient experience, knowledge and skills that we are looking for in the successful candidate. If you believe you meet the requirements, you could consider applying. If you feel you don't, 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.

### **Completing 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.

### **Submitting the application form**

- Completed application and equal opportunities monitoring forms should be submitted by the specified time on the closing date. They can be sent via email or through the online application system.
- Where 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 other right to work documentation to show that you are eligible to work in the UK.
- 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 on your application may affect your future employment with International Alert.

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.

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