



# St Michael's Hospice

## GUIDANCE NOTES FOR CANDIDATES

The application form is a critical part in the selection process, both in deciding whether you will be short-listed or not, and at the interview itself.

It is therefore vital that you complete this form as fully and accurately as possible. The following information is designed to help you in completing your application form.

All the information you write is confidential. Write or type out the application in black ink. Read the advertisement, job description and any further details given carefully.

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### Completing the application form

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Fill in all sections of the form - you do not have to fill up all the space given. Make sure it is clear and read it through carefully to check for any mistakes. Return to the address given.

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### Equal Opportunities

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St Michael's Hospice is an equal opportunities employer and expects all successful candidates to support the policy. Applicants are requested to complete the attached equal opportunities monitoring form.

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### Education and Professional Qualification

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Make sure you give all the information needed, including dates and subject of degree if you have one. Make clear the level of your examinations, e.g. GCSE O level, A level, etc, and the grade that you obtained. Also include here any special skills training that you have had.

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### Current / Last employment

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Write here the name and address of your current and past employer(s) and the dates that they employed you. This section should include any part-time or temporary jobs or voluntary work.

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### Support Information

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This is the most important section. It is a good idea to write down all your ideas in draft on a separate sheet of paper before completing this section. Think carefully about why you are suitable for the post. Relate how your skills, knowledge and experience meet each of the requirements listed. If you fail to do this, you are unlikely to be short-listed. Take into consideration any paid or unpaid work you are doing or have done. Do not forget to include any relevant voluntary or community work, leisure interests and relevant non-work experience, including skills acquired in running a home and or/organising a family if this has been a major part of your experience.

You may find it helpful to discuss the contents of this section with a friend. You can continue on a separate sheet of paper if necessary.

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### References

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You should give names and addresses of two persons from whom references may be obtained. It is in your own interest to seek their approval before quoting them as referees. These should ideally be your current or most recent employer and one other person who would know you in connection with your work. Please state their position within the organisation and their relationship to you. School leavers should give the names of their head of school or college. References will only be taken up after interview for candidates offered the position.