

St Michael's Hospice

**GUIDANCE NOTES FOR CANDIDATES**

To be considered for any role at St Michael’s Hospice, you must complete an application form. The form is a critical part in the selection process as it allows us to clearly see your information, skills and attributes, whilst also reducing the risk of discrimination.

It is therefore vital that you complete this form as fully and accurately as possible. The following guidance is designed to help you complete your application form. Please keep the following key points in mind:

* All the information you provide is confidential.
* Ensure you complete the application in black ink.
* Carefully read the advertisement, job description and any additional details provided.

# Starting and Completing the Application form

Click the “Apply Now” button to complete an application form and submit a copy of your CV. Make sure to fill in all sections of the form - you do not have to fill up all the space provided, but ensure your answers are clear and thorough. Review your application carefully to check for any mistakes. Try to compare your application to job description, to help you stay on track with key skills and experiences. If you encounter any issues whilst completing the form, please contact recruitment@smhospicehereford.org

# Equal Opportunities

St Michael's Hospice is an equal opportunities employer and expects all successful candidates to support the policy. To ensure compliance, applicants are requested to complete the Equal Opportunities section at the end of the application form.

# Education and Professional Qualification

If specific qualifications or registrations are stated in the job description, make sure you list these if you have them; give all the information needed, including dates, grades, subject and level e.g. GCSE, O level, A level, etc., and the grade that you obtained. Also include here any relevant skills training that you have had.

# Current / Last employment

Provide 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.

# Support Information

This is the most important section. It maybe helpful to draft all your ideas on a separate sheet of paper before completing this section. Think carefully about why you are suitable for the post, and 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. Consider any paid or unpaid work you are doing or have done and do not forget to include this in your application, along with 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.