

## **Guidance on completing the vacancy application form**

To support you in your application, please find some useful guidance below.

These guidance notes have been written to help you complete your application as effectively as possible. Please read them carefully:

### **Job Description**

It is important that you read the details carefully before you proceed any further. Make sure that you feel able to carry out all the functions and that you meet the criteria in terms of qualifications, skills and experience.

### **Completing the Application Form**

Take care when completing the application form. Make sure that you give all the required information.

### **Supporting Statement - Additional Information**

You should write a supporting statement and continue on a separate sheet if necessary. The supporting statement is important and will be used to draw up a shortlist of candidates to be called for interview. This is your opportunity to make your case for the post and to explain how your experience, skills and training enable you to meet the selection criteria for this particular job.

Please do not simply repeat the job history and other details which are on your application form. Explain how you meet the criteria for the post, what you could contribute and why you wish to be considered.

Your statement should be as comprehensive as possible in addressing the details you have been supplied with in relation to the post.

It is important that you describe how you meet all the selection criteria in the person specification. It is helpful if you give examples against each of the criteria. Or, if you are explaining that you have experience of a co-ordination role, give all useful information about this, such as the exact description of your role, who was involved, the dates that you had this responsibility etc.

Remember to include details of relevant skills acquired outside traditional employment (including voluntary activities) Make sure your statement is positive and clearly set out.

### **Note for an Application to Lecturing Posts**

It is essential that successful candidates hold a Level 2 in Literacy and Numeracy so it is important that you include details of all your achievements in these areas. Screening will take place as part of the interview process and the successful candidate will be made fully aware of any development needs and support offered by the College on accepting the post.

### **General Points**

Remember that when we draw up a list of applicants to call for interview, we make judgements based solely on what you tell us in your application. Put yourself in our position and try to look at your application through our eyes.

In accordance with our equal opportunities policy we shortlist candidates solely on the basis of qualifications, experience and other relevant criteria. Please assist us in this process by omitting

identifying information such as your name, address, etc., from your supporting statement and any additional information submitted with your application form.

Please note in line with current age legislation it is not essential for you to provide dates when you attended school and gained your qualifications.

Finally, if after reading these notes you decide to go ahead with your application, send it in sufficient time to meet the closing date. We make every effort to fill vacancies as quickly as possible and shortlisted candidates are normally notified soon after the specified closing date. Certainly if you have not heard from the College four weeks after the closing date, you may assume that your application has not been successful.

If you are not shortlisted we would like to take this opportunity of thanking you for your interest in working for Walsall College. We hope that you will apply for future posts for which you are suitably qualified.