



Basildon Mind

COMPLETING YOUR APPLICATION FORM

It is important to complete all sections of our application form to ensure that we have all the information necessary to consider you for the position. Please ensure that the information provided is reliable, accurate and true. If you have any questions, please contact the named contact on the vacancy advertisement, however, here is some guidelines which we hope will be of assistance.

These guidelines are to help you fill in your application form. Your application form is very important because it is the only basis on which we decide to shortlist you for interview.

The application form is available in Word format, if you would prefer to type your application. CVs are not acceptable. Please read these guidelines, and all the accompanying information, carefully before completing the application form.

1. The Person Specification

This indicates the experience, skills and knowledge which are essential or helpful to have. Since these are the sole criteria for shortlisting, you should make it clear how you believe you meet them.

2. The Application Form

Please complete each section fully in black ink or type. CVs are not acceptable and will be disqualified. Please keep to the limits stated in the supporting statement. In this section you should provide any information that supports your application. Use the person specification to outline how your skills, knowledge and experience match the requirements of the position.

3. Referees

One of your referees must be your current employer or, if you are not currently in employment, your most recent employer, unless you have not previously been employed. Basildon Mind will take up references for the successful candidate only, your permission will be sought before contact with your referees is made.

4. Equal Opportunities Monitoring Form

It would be helpful if you would complete the enclosed Monitoring Form and return it, unsigned, to monitor our Equal Opportunities Policy. It will be kept separate from your application form and will not be seen by the shortlisting panel.

5. Returning the Application Form

Please check that you have completed all the sections and that you have signed the application form on page 6 and the declaration about the Rehabilitation of Offenders Act on page 2

6. Shortlisting

Shortlisting will take place soon after the closing date and candidates who have been successful will be invited to attend an interview. This notification will normally be sent out within two weeks of the closing date. Due to the large volume of applications for most posts only those selected for interview will notified.

7. Interviews

Interviews are conducted by a panel.

The successful candidates will be contacted, and a conditional offer of employment will be made for paid positions. Before any offer of appointment can be confirmed and start dates agreed, a Disclosure and Barring Service check may be undertaken.