

Guidance notes on completing the application form

These notes are intended to help you complete the application form. Please read them before starting.

- The job description lists the duties required of the post holder and the personal specification contains details of the qualifications, experience, skills, knowledge and personal qualities that we consider are necessary to carry out these duties. These are the skills and abilities you need for this job. Candidates who do not clearly demonstrate these qualities on their application form will not be shortlisted for interview so please ensure you clearly cover each point. You can do this in the personal statement section of the application form. Take each point and show how your current and previous work, training, voluntary work and activities outside the work environment enable you to meet these criteria. Giving examples is also helpful. Where you do not have direct practical experience of a skill or task you can draw on similar experiences to illustrate how you would work in this situation. These are called transferable skills.
- You may use additional sheets if necessary. However, for the 'Your skills and experience' section we do ask that you keep your answer to no more than 1000 words.
- Please do not send us your CV. It won't be taken into consideration.
- Please type your application form or write clearly in black ink.
- The application form can be sent to you electronically so you can fill it in on the computer. Please contact us if you only have a paper copy and wish to do this.
- Please remember to sign and date your application form.
- An Equal Opportunities Monitoring Form is also included in the application pack. This should be returned at the same time as your application. It will be separated from the application and will not be seen by anyone involved in the recruitment panel.
- Please email or post the application form to the address provided on the application form, to arrive by the closing date.
- Keep a copy of your completed application form.

References and DBS checks

All candidates who are successful at interview will be conditionally offered a job, subject to the receipt of satisfactory references, DBS check and legal eligibility status to work in Britain checks. These checks do not form part of the selection process, and are only applicable to the successful candidate.

Reasonable adjustments for disabled applicants

Sheffield Flourish will endeavour to make reasonable adjustments (access, personal assistance etc) to enable disabled applicants to attend for interview. If you identify yourself as a disabled person and may require reasonable adjustments to be made if you are shortlisted for interview, please describe what these would be on a note attached to your application form.