

VISION 21 - CYFLE CYMRU

GUIDELINES FOR APPLICANTS

It is the intention of Vision 21 Cyfle Cymru to give all applicants the best opportunity for success in applying for employment. The application form has been designed to provide relevant information to those involved in the recruitment process.

There are several sections to the application form. The front page is the equal opportunities questionnaire. This is solely for monitoring purposes and is separated from the Application Form before short-listing by someone other than a panel member. Its contents will in no way affect your application. You do not need to fill in a reference number or to state your name on the Application Form, as this will be appropriately referenced before the short-listing takes place.

All Vision 21-Cyfle Cymru posts have a carefully prepared job description and the one relevant to the application you are making is enclosed. From the job description a person specification has been drawn up which lists the skills and qualifications and competencies necessary to perform the duties of the post.

TO GIVE YOURSELF THE BEST CHANCE OF SELECTION FOR INTERVIEW YOU SHOULD ENSURE THAT YOU INCLUDE ALL APPROPRIATE INFORMATION ABOUT YOURSELF, BEARING IN MIND WHAT IS REQUIRED IN THE PERSON SPECIFICATION.

1. Read the job description and the person specification carefully.
2. Look at each item in the ESSENTIAL section of the person specification.
3. Use each item as a sub-heading and illustrate from your personal experience, by using examples, that you possess the requirements described. In doing this, you should bear in mind how the requirement asked for relates to the job.
4. When you have covered the ESSENTIAL items, do the same with the DESIRABLE section. Please do not be put off if you do not have any of the requirements mentioned. The information you give us regarding the DESIRABLE section will only affect your chance of an interview if we receive more applicants possessing all the ESSENTIAL skills than we are able to shortlist. Please use continuation sheets if you need more space to complete this section.

Your completed application form should be returned to the address on the enclosed letter, to arrive no later than the stated closing date. Please do not send a C. V. as this will not be accepted.

NB *If you do not fill in the application form as requested then, regardless of your suitability for the post, you will not be shortlisted.*

NB *Applicants who are disabled or are current employees are guaranteed an interview if they meet all the essential criteria contained in the Person Specification.*