

## GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION

As part of our commitment to equality, the following notes have been designed to help applicants for all posts at the Meningitis Trust. The information you provide is the **only** information we will use in deciding whether or not you will be shortlisted. It is therefore very important that you complete your Application Form accurately and include all the information you think is relevant, and that you wish us to consider. CVs will be accepted that provide the same information that is asked for in the Application Form.

If you require specific assistance to help you complete the application form, please contact the Human Resources Manager.

In line with the requirements of the Data Protection Act 1998, we advise that all information that we collect relating to your employment with the Trust (excluding Medical details) will be held on both a manual record system (personnel file) and elements of that data will also be held on the computerised Personnel Information System within the Trust.

**Personal Details** - Please use black ink or type and complete in BLOCK LETTERS. For equal opportunities purposes, do not include your name.

**Education & Training** - Please give details of formal education and qualifications, starting with the most recent first. If you cannot remember all of your grades, put "pass", "fail", "did not complete", or "referred".

Please include details of any short courses, seminars, workshops or conferences that you have attended which are relevant to the post for which you are applying.

If a particular qualification is essential for the job, you may be asked to provide original certificates.

**Membership of Professional Bodies** - Please state membership level, for example Student, Licentiate, and membership number e.g. NMC number or CIPD membership number.

**Career History/Work Experience** - It is essential that you include previous employment plus any relevant work experience. Start with the most recent first. Include part-time work or work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before or for a period of time.

**Rehabilitation of Offenders Act 1974** - Applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the act. The successful candidate will be asked to complete a Disclosure form which will be forwarded to the Criminal Records Bureau (or equivalent).

**References** - You should provide the names and addresses of two people who are willing to comment on your suitability for the post. One of these should be your most recent employer. If you do **not** want us to contact your referees at the short-listing stage, it is important that you indicate this on your Application Form.

When completed, read through your Application Form carefully checking for errors or omissions. You may find it useful to keep a copy for yourself.

**Remember that the most important thing is for you to tell us all the relevant details about yourself, demonstrating clearly how you will undertake the duties outlined in the Job Description.**

**We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying. Your skills and experience may be what we need for our next vacancy.**