



## Job Application Guidelines

This document provides guidance for applicants on how to apply for a vacancy at Community Council for Somerset (CCS).

CCS is an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

- ✓ Research CCS beforehand. This will help you think more widely about the work we do, how the role you are applying for fits in, and what we look for in our team. You can do this on our website: [www.somersetccc.org.uk](http://www.somersetccc.org.uk)
- ✓ After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post. You should provide clear and concise examples of a time when you have had to use the necessary skills as outlined in the person specification. Do not assume that we know about the skills that you possess. If you don't tell us, then we won't know.
- ✓ Ensure you complete all sections of the form.
- ✓ The general comments section is an important part of your application and should be used to tell us how you meet the person specification and what experience you have that is relevant to the job description. Remember to explain how your current or previous experience specifically relates to the role you are applying for. Your statement should ideally be no longer than 2 sides of A4 paper.
- ✓ Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the general comments section at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
- ✓ Under the section 'Education History & Qualifications gained' you are asked to state your qualifications or name a course that you attended. It is sufficient to state that you have a specific number of 'A' levels and GCSEs, or equivalent qualifications, unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
- ✓ Ensure that your completed application form is returned by the date and time stated on the job advert to the specified email or postal address. Do not attach any other documentation. Any attachments, such as CVs, references or photocopies of your qualifications will be disregarded and will not be seen by the selection panel.
- ✓ Spell check and proof read your application. If possible, ask someone else to check it too.

- ✓ Check that you have included everything you've been asked for.
- ✓ Keep a copy of your application, so you can review it before the interview.
- ✓ Please type the application form where possible, or if in writing please complete in black ink. The panel will consider the presentation of your application during the selection process. Do not stick or glue paper to the back of the form as it may get caught in the photocopier. Please add a separate piece of paper instead.
- ✓ We sometimes receive a large number of applications for each role. In order to make good use of the charity's money we are unfortunately unable to give feedback on application forms.
- ✓ Please complete the online Equal Opportunities Monitoring Form via the link on the advert once you have submitted your application.