



CuroCare

How to complete an Application Form

This advice on how to fill in an application form is intended for external applicants. If there is anything you are not sure about, please contact the Human Resources department.

Why it is important that you complete an application form correctly?

The decision to invite you for interview is based entirely on what you write on the application form and how this relates to the job you are applying for.

What should I do first?

You should carefully read through all of the information that you receive, especially the **Job Description**, which outlines the duties of the post.

What should I write?

PART 1

Personal Details

This is basic information about yourself so that we can contact you easily.

Employment History

This section is important. First give basic details about your present job. Then continue with your previous jobs. Any gaps need to be explained. You can use a separate sheet if necessary.

References

Your first reference should be your present employer or, if you are not presently employed, your last employer. Your second reference can be a previous employer, or if you have not worked before, should be the name of a person who has knowledge of your skills and would be able to comment on your ability to do the job you are applying for, for example, a club or charity for whom you work voluntarily, or your school or college.

PART 2

Education and Training History

Give details of the schools, colleges, evening classes you have attended. Tell us about any training programmes or short courses you have completed or that you are undertaking at present. Tell us about any classes or courses you intend to take in the near future.

Experience or Achievements Section

This is the section where you tell us why you think you can do the job. You should think very carefully before completing this section of the form. Include any specific work experience or training whether paid or unpaid, voluntary, or at home. Also

explain anything you do which tells us something extra about you. For example, you may belong to tenant's association where you organise meetings. You may arrange raffles/outings or take minutes of meetings or a club or charity, or you may be responsible for caring for an elderly relative. Be positive about your skills and specify your own responsibilities. It is important to try and relate these to the Job Description.

If you do not have the essential requirements, you cannot be interviewed so make sure you mention these things on your form. Do not assume that we know about your abilities, or qualifications or experience!

General Health

Please give us details of the general state of your health. Please ensure you read the job description thoroughly and make us aware of anything that may impede you from carrying out any of the duties and responsibilities contained therein.

Don't forget to sign the declaration confirming the details you recorded in parts 1, 2 & 3 are accurate to the best of your knowledge.

PART 3

This gives us information for equal opportunities purposes. Please ensure you answer and tick the relevant sections. Upon completion, you should separately sign the form at the bottom of the page.

PART 4

This section is important. If you have a criminal record, it doesn't necessarily mean you will be unsuitable for the post you are applying for. However, a police check will be required for all successful appointments. Therefore, please ensure you honestly and accurately answer this section. Please ensure you sign and date the declaration below.

Accuracy

If there are any gaps or unanswered questions within any of the sections, your application form may be sent back to you for further completion. Therefore, to avoid delays in processing your application, please ensure all sections are completed thoroughly and accurately.

Forwarding your application form

Please ensure you send your application form with any additional documentation to the address specified on our letterhead. However, if an interview has already been arranged for you, please bring it along with you.

Acknowledgement of Receipt of Forms

If you want us to acknowledge receipt of your application form, send us a stamped, addressed envelope. Meanwhile, you should receive a response from our Human Resources department at the earliest opportunity.

THANK YOU