



## **Online Application Guidance Notes**

Welcome to our online application process. We hope that the guidance notes below will help you in completing our application form.

### **General Notes**

It is not possible to produce a good application without giving yourself the time to do so. You need to read through the form itself, and any accompanying literature, before you begin to draft your answers.

Check your dates and details for the factual section.

Consider which of your achievements / experiences you can use.

Examples can be drawn from your social life as well as your academic and work experience.

Think about what the employer is looking for and what you need to show.

Remember that this is an opportunity to sell yourself.

If applying online ensure you are using the most up-to-date version of your web browser to ensure compatibility with the online application form.

To ensure equal opportunities and a fair recruitment and selection process, we request that all applicants complete the online application form in full.

Your application plays a vital part of the selection process and will be a deciding factor in whether you are shortlisted for interview. Please consider your responses carefully.

If there are questions that you are unable to complete, please put N/A (not applicable) rather than leave a blank space. This will show that you have not forgotten to answer a question. Please do not leave any unexplained gaps when completing employment history.

All information in your application form is strictly confidential and will only be seen by the recruitment manager and members of the interview panel as well as members of the People and Culture team. The data you provide will be used, recorded and stored in accordance with the General Data Protection Regulation 2018. Further details can be found in our GDPR information for applicant's document and our privacy policy. Both of these documents can be found on our website.

Please ensure all information provided is complete and correct, any incorrect information provided may lead to your application being refused, an offer of employment being withdrawn, or future termination of employment.

### **Practice**

List the skills that are required and then list the evidence you will use to match them.

Try out different answers. It may take several attempts to get balanced answers which fit in the spaces provided.

Use positive language and write clearly and concisely.

Check your spelling and grammar.

Get someone to check what you have written.

### **Watch the Detail**

Follow any instructions - these often appear at the top of the application form.

Pay attention to the layout.

Make sure that you have answered all the questions and addressed all of the criteria.

Keep a copy of the completed form, job description & person specification- you will need to refer to it if you go for interview.

### **Completing the Hospice Online Application Form**

#### **Step 1 – Your Details**

All fields marked with a \* are mandatory and must be completed to progress the application form.

#### **Step 2 – Employment History**

Please complete in full and do not leave any gaps. If you have any periods of unemployment include these dates. Any discrepancies or gaps in employment dates will be investigated.

Please give details of your current or most recent employer, followed by your previous employment beginning with the most recent first. This section should include any part time, temporary or voluntary work.

#### **Step 3 – Secondary & Further Education**

Please list all relevant secondary and further education qualifications required for the role you are applying for. Please refer to the person specification for details of the essential and desirable qualifications needed.

## Step 4 – Personal Statement

This part of the application gives you an opportunity to provide information in support of your application. Please state how previous and present experience enables you to satisfy the essential and desirable criteria on the person specification.

To make your application stand out from the other applicants, take a little time thinking about why you are applying and the skills and experience you believe you can bring to the post. Don't forget to mention any unpaid/voluntary work you may have done – this can be just as valuable as paid work.

If the post requires specific skills and experience, and you think you have them, don't just provide a shopping list. Give examples of when you have used them or examples of specific work/projects you have undertaken which demonstrate that you have the required skills and experience.

You should aim to set your form out so that it reflects the person specification element of the role. You need to show evidence of how you meet both essential and desirable elements of the role. You should aim to use specific examples – do not just state “I can do x or y” but think of a specific action that will evidence your skills, experience and knowledge.

## Step 5 – Personal Checks

For all positions you must provide two references, one being your current or last employer and covering at least 5 years of employment. Please note that personal references from friends and relatives are not acceptable. Check with your referees before putting their names down. You may also want to let them know which jobs you have applied for so they can respond if you are offered the role.

## Step 6 – Review Application and Submit

Check your spelling and grammar, especially as you cannot always use a spell check (NB this does not always pick up on all mistakes e.g. liaise, driving licence, these are the correct spellings!). Before actually sending the form, read it through, making sure you have completed all sections. Ensure you have access to a copy to consult before your interview.

## Step 7 – Equality & Diversity Monitoring

Please note, although not mandatory, we would appreciate you completing this section. This section is separated upon receipt of the application and will not be seen by anyone involved in the recruitment process. This data is only used for monitoring purposes.

## **Additional Support**

Key things to remember:-

- Keep your application clear and concise
- Remember to give yourself plenty of time to complete
- Complete a draft, then check content and only submit once you are happy with the form
- Check the spelling and grammar
- Follow the instructions
- Keep a copy of the form, job description and person specification for yourself as a refresher before the interview.
- Remember that this is the time to sell your skills, experience and potential in advance of the interview process

For help with completing the online application form, please call 01473 707002 between Monday – Friday 9am – 5pm or email the People and Culture team [peopleandculture@stelizabethhospice.org.uk](mailto:peopleandculture@stelizabethhospice.org.uk)

We look forward to receiving your application and thank you for your interest in working at the hospice.