**Thank you for your interest in working with us at Celf o Gwmpas**

These notes are intended to help you fill in the application form.

**We do not routinely use CV’s** so we ask that all candidates complete the application form as fully as possible as this will be the basis of our assessment of your suitability. Please refer carefully to the requirements of the job description and person specification and tell us how you think your skills and experience make you a good candidate for the role.

A CV may list qualifications or jobs held but it does not tell us what you have learned from that or how you will use your experience to really shine in the role.

Please therefore refrain from using the phrase “please see CV” and answer each question on the application form as fully and informatively as you can.

Similarly, if we already know you, please do not rely on our knowledge of you. Instead, we ask that you complete the form as though we had never met you.

If you do not know us, you can find out about the work we do on our website at https://www.celfogwmpas.org

We wish to give all candidates an equal chance of success with their application.

**Refer to the job description and person specification in your answers**

Please read these carefully. We have taken time to specify the skills, experience and qualities of our ideal candidate. Please consider the things we have listed as essential and desirable and tell us how your experience equips you to fulfill these criteria. The best way is to approach each on a point-by-point basis. Please do not assume that we know anything, as learning and experience are unique to each individual.

**Please fill in the form electronically** – we are not able to accept handwritten forms.

**We do not offer informal interviews or encourage impromptu calls about the job** but if you wish to clarify something, please email or telephone and we will endeavor to respond promptly.

**Please submit your application form by the published deadline**

**Monitoring form**

This form helps us to monitor whether we are appealing to particular sections of the community and not to others. The questions are based on the ‘protected characteristics’ defined in the Equalities Act 2010. The form is kept separate from the application form and does not form part of the selection process. You do not have to answer any or all of the questions, but it will help us adhere to our Equal Opportunities policy if you do.