

APPLYING FOR A JOB AT ASTON-MANSFIELD

Completing the Application Form

Your application form plays an important part in our selection process. It decides whether or not you will be shortlisted for interview, and acts as a starting point for the interview itself.

The following advice should help you to complete the application form as effectively as possible.

1 Study the Job Description and Person Specification

These will show you exactly what the job entails plus the knowledge, skills and experience needed to do it, as well as any qualifications required. Your application form will be examined by a selection panel to decide whether your skills and experience sufficiently match our requirements for you to be invited to an interview.

2. Prepare a rough draft

Writing a draft version of your application form, or at least the section on supporting statement, will help you to organise and review it, to avoid mistakes and repetition and ensure that the details in the final version are relevant and well-presented.

3. Education, Qualifications, Skills, Training

When listing the above check that dates are correct and in the right order.

4. References

Where possible your referees should be previous employers, one of which should be your present or most recent employer. If you have not been employed before, school or college references are the most suitable: We would not take up references until after the post has been shortlisted, but may wish to do so before interview. Please ensure that you complete this section, so that we are aware of your wishes with regard to approaching employers.

5. Supporting Statement

This is the most important section of the form. As there may be many people applying for the same post you need to make a case as to why you should be invited for an interview.

Simply listing qualifications and past jobs, and adding a little about your hobbies is not enough. Analyse your present and previous jobs to see what

personal skills you have had to draw on, what experience and knowledge you gained. Study the duties in the job description and try to demonstrate your ability to carry them out using examples from your previous experience. Include any particular responsibilities you have held or situations you have had to deal with, periods when you have taken over anyone else's duties or been called on to train others at work.

Remember that not only employment related experience provides evidence of your suitability for a job, you can include voluntary work, skills developed at school, in the home and leisure activities, if they are relevant to the post in question.

You should avoid making your application long-winded, but make sure that you have covered everything that you wish to clearly and concisely, attaching an extra sheet of paper if necessary and using different headings where appropriate.

In general, you should have expressed why the job appeals to you and what you can bring to it.

6. Finally

Please use type, black ink or biro when completing your application form, which is helpful for photocopying purposes.

Check through your application to ensure that you have completed all sections and attached all necessary papers.

You may wish to keep a copy for your own records.

Acknowledgement

If you would like an acknowledgement that we have received your application please write your name and address on a stamped, addressed postcard and return it with your application.

We regret that due to financial pressures we cannot always advise applicants that they have not been selected for interview.

Please check the date of the interviews on the application form or covering letter. If you have not heard from us by this date, you should assume that regrettably you have not been successful on this occasion.

Please do not let this discourage you from applying for any post with us in the future as applications for each post are considered against the selection criteria for that particular post, regardless of any previous applications you may have made. This also applies if you have previously been shortlisted but were unsuccessful at interview.

Thank you for your interest in Aston-Mansfield.