

## APPLICANT GUIDANCE NOTES

The following notes will help you fill in the Application Form as effectively as possible.

### **Information for applicants – please:**

- read these guidance notes for more information.
- complete the required application form as separate CVs will not be accepted.
- complete all sections of the Form, entering n/a where an item is not applicable to you.
- read both the job description (an outline of the job and the tasks involved) and person specification (an outline of the experience, knowledge and skills required by the job holder), before you complete the Form.

### **Completing the Application Form:**

The information you provide on the Form will be used to decide whether you will be invited to an interview and assessment. It is therefore extremely important that you indicate how you meet the criteria contained in the person specification with a full explanation of your experience, knowledge and skills.

Please remember that the application form is an opportunity for you to provide Changes Bristol with information about your formal skills and experience as well as your soft skills and life experience.

### **Additional Information:**

If you have points on your driving license, you should include information on how many you have, for what offence they were given, and when they run out. If we intend to offer you employment we may wish to check your license before making you a formal offer.

### **Employment History:**

Please explain any gaps in employment history. 'In reverse date order' means starting with the most recent employment and then going backwards through earlier employment periods, ending with the date furthest away from today.

As an employer we appreciate that gaps occur in people's employment history for various reasons, and appreciate the honesty of candidates in this regard.

### **Referees:**

Employment references may be sought at the interview stage. No appointment will be made without satisfactory references being received. If you have not been employed before, or for a considerable period, you should give the name of a teacher or lecturer, or other professional person, who is not a friend or relative. In this case only, the second referee can be a family friend who will provide a character reference, but the relationship should be

stated. You should always ask permission from your proposed referees before naming them on the Form.

**Equality of Opportunity:**

Changes Bristol is an equal opportunities employer and welcomes applications from groups currently under-represented in its workforce. It is essential that we monitor the effectiveness of our policy and to help us do this we appreciate your cooperation in completing the separate Equal Opportunities Monitoring Form which can be completed by clicking on the link on our website on the recruitment page for this role. This information is anonymous and will not be used when short-listing and all information will be treated in the strictest confidence.

**Special Arrangements:**

Changes Bristol has adopted the following definition of 'disability' – 'a physical or sensory impairment, learning difficulty or emotional or mental distress'. Changes Bristol is committed to making reasonable adjustments to ensure that interviews and jobs accessible to people with disabilities. This includes travel costs for people who are not able to use public transport.

**When complete:**

Please return your application Form via email:

[recruitment@changesbristol.org.uk](mailto:recruitment@changesbristol.org.uk) Please mark your email Development and Events Manager Application