



APPLYING FOR A JOB WITH THE AMICUS COMMUNITY

Advisory notes for completing the application form

The Amicus Community

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Please note when completing your application form

- The application form must be completed in black ink/biro.
- Read all of the information carefully paying particular attention to the Job Description, which gives details of the duties of the post, and the Person Specification which describes the selection criteria which will be used to assess your application.
- The Person Specification sets out the criteria which will be used to assess your application. It is important that you explain in your application form how you meet these requirements. You cannot be short listed if you have not demonstrated your suitability for the job in accordance with each section of the Person Specification.
- When completing the application form it is essential that you include all the relevant experience that you have had. If you have never been in paid employment or have not worked for a long time, think carefully about any experience that you have gained, not necessarily in a formal work setting. This may include voluntary/community work, student placement, leisure activities or domestic obligations, for example, running a house or caring for relatives or friends.
- References – you must provide details of your present or most recent employer. The Amicus Community reserves the right to contact past employers where it deems necessary.
- If you have not worked in paid employment, you may provide the name and address of anyone who knows you well, to confirm the information that you have provided and comment on your suitability for the job. This must not be a relative. College leavers may provide the name and college address of their tutor.
- Please complete the Equal Opportunities Monitoring Form. This helps the Amicus Community monitor our recruitment strategy and to promote our Equal Opportunities Policy. The form will be removed before any short listing of applicants takes place and will only be used for statistical purposes.
- When you have completed the application form please read through it thoroughly checking any errors or omissions and sign it.
- Please make certain that you return the application form in plenty of time to the address provided, late application forms cannot be considered after the specified closing date.
- If you are not successful this time the Amicus Community would still welcome applications from you in the future.