APPLYING FOR A JOB WITH BEDE HOUSE ASSOCIATION

Please read the following carefully before completing your application form.

IMPORTANT ADVICE ON COMPLETING THE APPLICATION FORM

A) Equal Opportunities Employment and Selection

No employee or potential employee will receive less favourable treatment or be discriminated against on the grounds of sex, race, colour religion, religious or philosophical belief, nationality, ethnic or national origin, age, marital status, civil partnership, disability, sexual orientation, trade union membership or activity or on the basis of gender reassignment. Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made on your experience or skills. If you are now or have previously worked for Bede House Association, please do not assume that we will automatically shortlist you for this position. You will be treated the same as all other applicants i.e. as a new applicant. You are therefore advised to give full information about yourself.

B) Job Description and Person Specification

The job description describes the duties of the job and provides details of responsibilities of the job to be undertaken. The person specification will be used in determining whether you will be shortlisted. Is the job description one that you are interested in? Do you think that you have the skills and experience to apply for the vacancy? Can you give information to support this?

(The following numbers correspond to appropriate sections in the application)

1. NAME AND ADDRESS:
make sure your name and address with telephone number (if you are on the phone), are legibly written or typed.

2. PRESENT AND PREVIOUS EMPLOYMENT:
starting with your current or last employer list all the employers you have worked for; provide the job title, and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy; check that the dates are correct and are in order.

3. EDUCATION AND EXPERIENCE:
Give a list of formal and informal training. Information may be necessary here to assess whether you meet qualification or some other requirement. Ensure nothing important has been left out.

4. PREVIOUS/RELEVANT EXPERIENCE
This is probably the most important part of your application as you have to make a case here for selection. Take each one of the essential and desirable criteria and the person specification and give examples of how you meet each one.

In considering your experience remember all your previous work. Consider other relevant experience outside work such as community/voluntary/leisure and other interests. Your education or general training may be important here. In presenting your skills and abilities specify your own responsibilities not that of the workplace. Tell us what you did or do.

Link your skills and experience to the requirements specified in the person specification. The clearer you do this, the easier it will be for the shortlisting panel to consider how well your application meets the requirements of the job.

SOME POINTS TO BEAR IN MIND

- Your form should be written in a concise, well organised and positive way (use words such as “I plan/organised” etc).
- Do a rough draft first - this avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs - pay attention to the requirements listed in the person specification for this vacancy.

C) Any details of a conviction described on the last page of the application form should be detached and placed in an envelope, marked private and confidential addressed to the Director.

Send your completed application form to: -

The Administrator
Bede House Association
351 Southwark Park Road
London SE16 2JW

Not later than the date and time of the deadline. (Please mark the envelope “Private and Confidential”)