



Guidance for completing the Application Form

Introduction

Thank you for enquiring about a role within with Learning to Work. The application form has been designed to help you to provide all the information we need in our selection process to assess your suitability for the role, and to decide whether or not you will be short-listed for an interview. These notes are to provide you with guidance on completing the application form.

Check that you have received the following paperwork:

- Application form
- Job description and person specification
- Information about Learning to Work

Initial Information

It is important that the information you provide is correct. If you provide false information or deliberately omit any relevant facts it will disqualify your application or, if discovered after appointment, may be grounds for dismissal. Please ensure that the form is completed electronically in black Calibri font point 10. You should not submit a curriculum vitae as a substitute because the application form has been designed to gain the information we require in the most practicable format and to put all candidates on an equal footing.

Education and Training

Give details of vocational and academic qualifications you have gained. For overseas qualifications, please include country and explain level. If you are asked to come for interview you may need to show us the certificate for the highest qualification.

Employment History

You should provide details of your current employment, briefly outlining the duties you undertake. If you are currently unemployed, please leave this section blank.

Details of your previous employment should be provided in date order with the most recent first. You should include details of unpaid work as this might also be relevant and should not be overlooked.

Skills and Experience

Here is your opportunity to provide information about your skills and experience and to show how you feel you meet the requirements of the post. You should refer to both the job description and the person specification and give details that show how your abilities and your work history would contribute to the job role.

Additional Information

Valuable experience can be gained outside of employment and we would like to know what else you have done, for example, organising events which requires co-ordination, time management skills etc.

If you have you ever been convicted of a criminal offence, please make sure you provide details here. Also, in this section do let us know of any disability that you may have, so that if need be we can make the necessary adjustments to assist you at an interview.

References

Any offer of employment is subject to the receipt of two satisfactory references. Please provide the names of referees (who are not related to you). One referee must be your current or most recent employer.

Declaration

If invited to an interview, you will be asked to sign your application form confirming you have completed it to the best of your knowledge ensuring the information provided is correct. Deliberately providing false information could result in dismissal.

Always keep a copy for your own record.

Your Application

Learning to Work will only contact candidates who have been shortlisted for interview. If you do not hear from us within two weeks of the closing date, please assume your application will not be taken any further.

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