



## **Guidance Notes for completing AFRUCA Employment Application Form**

**Please read these notes carefully before completing your application form.**

### **Introduction**

As part of AFRUCA's equality and diversity policy, internal and external candidates for each post are treated in exactly the same way. Application forms are the only basis on which we make our first selection and decide who to call for interviews. This means that only information that appears on the form can be considered. No assumptions will be made about your experience or skills, but it is important that your completed form contains the information you want to give to us. These advice notes are intended to help you to complete your form effectively.

### **The Job Description**

Before you complete the application please read the Job Description thoroughly to make sure you understand the Duties and Responsibilities of the position.

### **The Person Specification**

Please read the person specification and demonstrate with bullet points/headings how you meet each requirement by giving details of your experience, skills and knowledge, including main achievements and adding any relevant information in support of your application.

### **General Points**

- ◆ Please write or type your form in black ink – the forms will be photocopied.
- ◆ Make sure you return the form by the closing date. We regret that we are unable to consider late applications and only short listed candidates will be contacted.

- ◆ Before you start to fill in the application form, read the original job advertisement, the job description and the person specification.
- ◆ Also read the application form through carefully before you start writing. It is a good idea to make a rough draft of what you want to say. The information that has been sent to you will tell you what we are looking for – experience, skills, qualifications.
- ◆ When you have finished, check through to make sure that you have covered all the points on the person specification and covered all your experience. Remember that the application form is the only thing we see, we cannot guess about your skills and experience, so tell us even if it seems obvious.
- ◆ Try to write out your form in a concise, well-organised and positive way.

### **The Application Form**

The application form is divided into several sections. Check you have completed each section – attach a separate sheet if necessary. Please do not attach your CV. We are only able to consider information given on the application form or on the continuation sheets. Have you said how you meet the knowledge, qualification, experience and other requirements, by giving evidence and examples?

### **Employment History**

This information may be used to assess whether or not you meet the experience requirement for the post. Check that the dates are correct and are in order, with your current or most recent employment first.

### **Education**

The information you give here may be used to assess whether you meet the qualification or some other requirement. Make sure you haven't left out anything important.

### **Additional Information**

- Reasons for wanting to join AFRUCA and why you are applying for this post. This is perhaps the most important part of the form. It is your opportunity to tell us how your experience and skills will be relevant in the job. Look at the job description and particularly at the person specification and try to make sure that you have covered all the points in it. You may find it useful to split this section under headings taken from the person specification.
- Your outside work interests and activities may demonstrate the skills and talents that we are looking for just as much as any work experience, so write about it. Before you send the form back, check that you have answered every question. Keep a copy for yourself to refer to if you get an interview.
- Returning the Completed Application Form: Please make sure that your application form reaches the office of AFRUCA before 9:00am on the closing date.
- **Please return your completed application form by email: [info@afruca.org](mailto:info@afruca.org)**

**AFRUCA – Safeguarding Children**

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