



LIMEHOUSE PROJECT

RAISING ASPIRATIONS | CHANGING LIVE

Limehouse Project
789-791 Commercial
Road
St Anne Street UNIT 2
London E14 7HG

Guidance Notes on completing the Application Form

The following advice is designed to help you complete the application form as effectively as possible. Please read the Person Specification, the job description and all the additional information contained in the pack before completing your form.

Present or most recent employment

In this section you are required to provide details of your current or most recent employment. In completing this section, do not list all the duties on your present job description - we are looking simply for the main responsibilities.

Professional qualification/relevant training

Please give details of any professional qualifications or training you have attended that are relevant to the post you are applying for.

Person specification and supporting statement

The person specification has been designed to help you assess your suitability for the post and clearly outlines the skills, knowledge, qualifications and experience we are looking for. Applicants are encouraged to declare their disabilities when applying for vacancies and to present skills and abilities for full and fair consideration.

Against each criterion will be listed 'E' for Essential or D for 'desirable'. When completing your supporting statement you must demonstrate how you fully meet the essential criteria if you are to be short-listed. You should provide evidence, using examples to demonstrate your ability to fulfil the post you are applying for (e.g. 'I managed conflicting deadlines' - then explain how you achieved this). Take the time to think carefully and do the following:

Be concise in your statement

Do a rough draft first, checking your grammar and spelling

Keep a copy of the final draft for your reference

Job description

The job description lists the range of duties you will be expected to carry out, if you are appointed for the post.

References

You will need to give the names of two people who are in a position to provide you with a reference and whom we may approach for references. One must be your present or most recent employer. This could be on a paid or voluntary work capacity. References from friends or relatives will not be accepted. All offers of appointment will be subject to satisfactory references.

RECRUITMENT MONITORING FORM

This information will only be used to monitor the effectiveness of our recruitment and selection process.