

## Guidance on completing your Lived Experience Panel Member Application Form

Your application form is the first step in the voluntary recruitment process. It is essential to complete it to the best of your ability, as it forms the first impression of your application.

The guidance below may be of help in completing your application form.

- Read through the application form and supporting materials you receive - Job Specification and information about the role which can also be found by visiting [www.healthwatchrochdale.org.uk](http://www.healthwatchrochdale.org.uk)
- Complete **all** sections of the application form
- Word process or write clearly in black ink
- Any extra pages should be marked clearly with your name
- Take your time as this will be the main information used to decide whether you will be selected for further consideration as a Volunteer
- Ensure you return your application by the deadline date : **Monday 15<sup>th</sup> March 2021**
- Before sending, re-read your whole application and even ask someone (friend or family member) to read before you submit
- Keep a copy to refer to if shortlisted for the interview

We are unable to consider applications that:

- are illegible
- are nonsensical
- are incomplete
- show no evidence of knowledge, skills or experience required for the role
- do not provide details of references
- are received after the closing date – *if stated*
- are from a person who is barred from working with children or vulnerable adults



If you are uncertain of anything relating to your application, please contact Healthwatch Rochdale.

Tel: 01706 249 575  
Email: [info@healthwatchrochdale.org.uk](mailto:info@healthwatchrochdale.org.uk)