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**GUIDANCE ON COMPLETING YOUR MATERNITY VOICES PARTNERSHIP VOLUNTEER ADVOCATE APPLICATION FORM**

Your application form is the first step in the Rochdale and Oldham Maternity Voices volunteer advocate 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 -

The role Specification and further information about Healthwatch Rochdale and the Rochdale and Oldham Maternity Voices Partnership can be found by visiting [www.healthwatchrochdale.org.uk](http://www.healthwatchrochdale.org.uk)

* Complete all sections of the application form
* Word process on to the form or write clearly in black ink
* Any extra pages if printed, 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 advocatefor the Rochdale and Oldham Maternity Voices Partnership
* Ensure you return your application as soon as possible
* 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 incomplete
* show no evidence of knowledge, skills or experience required for the role
* do not provide details of references
* are from a person who is barred from working with children or vulnerable adults

**If you are uncertain of anything relating to your application or require it in an alternative format, please contact Healthwatch Rochdale.**

Tel: 01706 249 575 Email: info@healthwatchrochdale.org.uk

Thank you for considering being a volunteer advocate for the Rochdale and Oldham Maternity Voices Partnership and we look forward to receiving your application form.