

## GUIDANCE ON COMPLETING YOUR JOB APPLICATION FORM

Your application form is the first step in the 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 for the role of Chair available to read on our website.
- 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
- Ensure you return your application by the deadline date
- 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 when you come along 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 us by emailing [info@healthwatchrochdale.org.uk](mailto:info@healthwatchrochdale.org.uk)***

Finally ....

'Thank you' for considering working for Healthwatch Rochdale and we look forward to receiving your application form.