



Guidelines for applicants in filling out the application form.

High Peak CVS will not normally be able to invite everyone who applies for a job for an interview. Therefore, the decision to shortlist will be based solely upon the information you provide on the application form. The following notes are intended to help you in completing your application form in a way which will enable us to assess it alongside the Job Description and Person Specification.

1. The application form should be completed in black ink or typed as this makes it easier for us to photocopy.
2. High Peak CVS views the application procedure as a two-way process. Therefore, we ask that you read the information enclosed in this pack to ensure firstly, that you can empathise with the issues which are of concern to us and secondly, that you could work within our organisation.
3. In reading all the information prior to completing the application form, you should pay particular attention to the person specification. This describes the selection criteria that will be used to assess your application. At the very least, you will need to demonstrate that you meet all the essential requirements of the Person Specification. The CVS would hope to interview every applicant who meets the essential criteria. If this is not possible, however, we will use the desirable criteria to distinguish between applicants. If following this, the number of applicants meeting both the essential and desirable criteria is overwhelming then we will make judgements between applicants based upon the extent of their experience, skills and knowledge.
4. With this in mind, it is essential that you include all your relevant experience, skills and knowledge. If you have never been in paid employment or have not worked for a long time, think carefully about any experience, skills and knowledge that you may have gained, not necessarily in a formal work or education setting. This may include voluntary / community work, student placement, leisure activities or domestic obligations, for example, running a house or caring for relatives or friends.
5. Your application must reach us by **12pm on Monday 21st October 2024**. Late submissions cannot be considered.
6. The CVS has tried to make sure that its application process is as open and clear as possible. If you have any questions about the application pack, or if we have used jargon with which you are unfamiliar, please do ring and let us know.
7. Please note due to the number of applications we receive we are unable to provide feedback on unsuccessful applications.