

# Voluntary**Action**Islington

## APPLYING FOR A JOB WITH US

**PLEASE NOTE: ALL CANDIDATES, WHETHER ALREADY KNOWN TO VAI OR NOT, WILL BE SHORTLISTED SOLELY ON THE INFORMATION CONTAINED IN THEIR APPLICATION.**

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Thank you for your interest in the post we have advertised; the job description, person specification and some background notes are enclosed, together with an application form. The following advice is designed to help you to complete the application form as effectively as possible.

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### **1. THE JOB DESCRIPTION/PERSON SPECIFICATION**

READ AND THOROUGHLY ANALYSE THE JOB DESCRIPTION

Ask yourself why you are interested in the job. Would it be a job you would enjoy and find satisfying?

READ THE PERSON SPECIFICATION

In the person specification you will find listed the skills, knowledge, and experience required to undertake the job. To be shortlisted you will have to demonstrate on the application form that you meet these requirements.

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### **2. CONSIDER YOUR EXPERIENCE**

Have you got the necessary skills, knowledge and experience?

Remember to consider any employment you have had, including holiday or weekend jobs.

Consider any relevant experience you have acquired outside work, such as community/voluntary/leisure activities and interests.

Stress all experience relevant to this particular post.

Explaining your present (and previous) jobs and experience to someone else may help to uncover 'hidden' skills and talents etc which you take for granted. So, if you would find it helpful, talk to a friend about this post.

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### **3. THE APPLICATION FORM**

DO A ROUGH DRAFT FIRST:

Write out the form in rough to avoid mistakes, repeating yourself etc. This also gives you the opportunity to ensure that your form is well organised and relevant.

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#### **4. PRESENT AND PREVIOUS EMPLOYMENT**

Write out your employment history: Provide details of the duties and responsibilities of the jobs you have had particularly where relevant to this post. Check dates and make sure they are in the right order.

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#### **5. EDUCATION AND TRAINING**

Don't forget that courses taken as evening classes may be relevant.

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#### **6. OTHER EXPERIENCE RELEVANT TO THE POST**

Give details of any voluntary work or involvement in your community which has given you direct experience, knowledge or skills relevant to the job. Remember to include anything in your personal circumstances or experience which has given you insights or skills important to the job.

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#### **7. WHY DO YOU THINK THAT YOUR PREVIOUS EXPERIENCE WHETHER AT WORK OR IN GENERAL IS RELEVANT TO THIS JOB?**

This is where you make your case for the job. Make your application for this specific job; don't submit the same one for a series of jobs unless it is equally appropriate.

Do not repeat your history: pick out the skills, knowledge and experience required by the job and show that you possess them.

Your form, should be written in a concise, well-organised and positive way (eg use active words like 'I wrote', 'I organised' etc.)

Specify what you have done rather than the work of your project, department or organisation.

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#### **8. YOU ARE NOW READY TO COMPLETE THE FORM**

Complete by word processing and email it to us or use black ball pen (black shows up best when photocopied and photocopies of your application form, should you be short listed, will be given to all members of the interview panel). Ensure it is well-presented and readily understood.

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#### **9. SEND YOUR APPLICATION AND EQUALITIES FORM IN ON TIME AND ALWAYS KEEP A COPY FOR REFERENCE:** Send your completed form to:

Voluntary Action Islington  
200a Pentonville Road  
London N1 9JP

Email: [marta.aparicio@vai.org.uk](mailto:marta.aparicio@vai.org.uk)

**The closing date for receipt of applications is 22<sup>th</sup> October 2017**