

Applying for a job at Celf o Gwmpas – Application Notes



Thank you for your interest in working with us at Celf o Gwmpas

These notes are to help you fill in the application form.

We do not use CV's. Please fill in the form. We need to hear from you about how you think your experience makes you a good candidate for the role.

A CV leaves us making assumptions – you may have had five years at a similar sounding role, but that doesn't tell us what you learnt from that role or how you will use your experience to really shine in our role.

If you say on the form 'please see CV' we will count that as not having answered the point and we will be unlikely to shortlist you.

Similarly, if we already know you, please don't make assumptions that we will do the work for you and say that we know you can do the job. We are a small team and everyone has to be able to be self-managing to some extent – we need you to show us that by being clear about how you think your experience makes you a good fit for the job.

Filling in the form also gives all candidates the same chance to respond to the person spec and the job description.

Following the job description and person spec in your answer

Please read the job description and person spec carefully. When you fill out the application from pay attention to the things that we have listed as essential and desirable and tell us how your experience equips you to fulfil these criteria. The best way is point by point. Please don't leave us to assume anything; we need you to show us how your experience fits our needs.

Please fill the form electronically. We do not accept hand written forms.

You can find a fair bit about us on our website and facebook page.

We do not give informal interviews, or encourage impromptu 'chats' about the job with applicants but if you need to clarify something we are happy to speak on the phone or answer emails.

Please send the application form back by the deadline.

Monitoring form. This is kept separate from the application form and is not seen by the shortlisting or interview panel. It doesn't form any part of the selection process. Over time the information from these forms helps us to monitor if we are appealing to particular sections of the community and not appealing to or seeming relevant to others.

The questions are based on the 'protected characteristic' defined the Equalities Act of 2010.

You do not have to answer any or all of the questions on the monitoring form but it helps us if you do to ensure that we are able to fulfil our equalities commitments.