



Guidance for completing the Doncaster CVS Application Form

Please read through the following guidance before you complete the enclosed application form.

The Doncaster CVS Application Form is designed for you to demonstrate how you match the requirements laid out in the Person Specification for the position you have applied for. Please ensure you have read through the Job Description and Person Specification before you complete this form.

Read through the application form answering each question in full.

Section 1

This section obtains your personal details in order for you to be contacted should you be short listed for interview. Please state whether you require a work permit to work within the UK.

Section 2 - References:

Name: <i>Mr Smith</i> Title: <i>Administrative Supervisor</i> Address: <i>12 High Street, Doncaster</i> Telephone: <i>01302 123456</i> Relationship: <i>Supervisor</i> May we contact your referee prior to interview: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	<div style="border: 1px solid gray; border-radius: 15px; padding: 10px; background-color: #e0e0e0;"> <p>Please provide the full contact details of two referees in order to support your application. One should be your current or most recent employer. References can also be obtained from previous employers, college tutors, any voluntary work you have undertaken. Please indicate their relationship to you e.g. employer / tutor and whether Doncaster CVS can approach your referee prior to interview should you be short listed.</p> </div>
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Section 3 – Employment

Please give any details of previous paid employment detailing the company name, your position and the dates you were in employment, listing the latest first as shown in the example:

Employer	Post Held	From	To
<i>Company Name</i>	<i>Administrative Assistant</i>	<i>5th July 2005</i>	<i>13th April 2007</i>
<i>Company Name</i>	<i>Office Clerk</i>	<i>02nd June 03</i>	<i>28th June 05</i>

Section 4 – Voluntary Work

In this section please give any details of any unpaid work / projects you have undertaken, starting with the latest first.

Section 5 – Education and Training

Please give the details of your education, listing where you attended school / college, the qualifications you have gained and at what grade, and the date these were achieved. An example is demonstrated below.

School / College / University	Qualification	Date	Grade
<i>Doncaster College</i>	<i>NVQ in Business Administration</i>	<i>June 2003</i>	<i>Pass</i>
<i>High School, Doncaster</i>	<i>GCSE English</i>	<i>June 2001</i>	<i>C</i>
	<i>GCSE Maths</i>	<i>June 2001</i>	<i>C</i>
	<i>GCSE Science</i>	<i>June 2001</i>	<i>C</i>

Section 6:

Please state why you are applying for this post and what you would bring to it, making particular reference to any relevant experience, knowledge and skills:

This last section is your opportunity to demonstrate, why you are you are applying for the job and how you meet the requirements set in the **Person Specification**. Consider the **skills, work experience, and knowledge** you have gained and how this can be linked to the requirements of the job you have applied for.

Section 7 – Equal Opportunities Monitoring

The completion of this section is optional. The information received helps Doncaster CVS monitor all applications to ensure our policy and procedure is effective and free from discrimination. The information submitted is not used in the selection process.

For further guidance on how to complete your application, please contact Mark Flint, Doncaster CVS on telephone 01302 347191 or email mflint@doncastercvs.org.uk