



GUIDELINES

for completing Application form

It is important that you complete all sections fully. You should read the accompanying Job Description and Person Specification and consider carefully whether your experience matches what we are looking for.

1. Personal Details

- 1.1 If you wish us to use a title, please give with your name and title, e.g. Ms, Mr.
- 1.2 If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling.

2. References

Employment at BAWSO is subject to receipt of two satisfactory references and you will be unable to start until we have written references for you. If for any reason references given are not satisfactory we will contact you.

3. Training & Further Education

We are also interested in relevant qualifications, work and life experience, which are all equally important. Please tell us about any training and/or further education you have received, or are currently undertaking which you feel is relevant to the advertised post. This may include both formal and informal training events. Please place the most recent examples first.

4. Current/Previous Experience

4.1 Current Experience

You should include details of your current or most recent employment. It will be sufficient to detail the main duties and responsibilities of your post. You may also tell us about anything you are currently doing other than paid employment. Much of what you do now may be relevant to the advertised post, please ensure that you tell us about it.

4.2 Previous Experience

This section should be used to tell us about previous experience relevant to the job for which you are applying whether from employment, voluntary work, studying etc

6. Membership of any professional voluntary organisation relevant to this post

Please, list organisation(s) that you are or have been member of, starting with the most recent.

7. Skills and General information

Please provide us with examples in support of your application.

You must be able to demonstrate on this application form and at interview, if invited, that you satisfy each of the 'essential' attributes and most of the 'desirables' described in the Person Specification. We suggest you number your answer in relation to each point in the Person Specification.

It will be insufficient to duplicate what the person specification states. So for example, if it asks for "ability to" or "commitment to", you will be required to describe work which you have done in these areas or show examples by reference to your academic, professional, voluntary or personal life.

8. Completed Forms

Completed forms should be returned to:

Post:

Human Resources Department
Bawso Ltd
Clarence House
Clarence Road
Cardiff Bay
CF10 5FB

Or

Email: recruitment@bawso.org.uk