

## GUIDELINES FOR JOB APPLICANTS

Thank you for applying for a job at Saint Francis Hospice. Your interest in working for our organisation is much appreciated and we wish you well in your application.

These brief notes are designed to assist all candidates in making the best application possible. Please read these through carefully together with the other information contained in this job pack.

1. Please complete the application form in block capitals in black ink or type, and ensure that the information is clear and well-organised.
2. Fill in every section and ensure you explain if there are any gaps in your employment history. Any information which is incomplete and gives rise to questions will not score highly.
3. If your application includes a CV and you write "see CV" in certain sections of the application form, ensure that your CV contains ALL the relevant information and please cross-reference both documents. Gear your application to the specific job.
4. Make full use of the "Additional Information" section. This is the section where most applications succeed or fail. You are advised to use this section to sell your knowledge, skills and experience against the information provided in the Person Specification and Job Description. Only applicants who provide evidence of meeting all the "Essential" criteria in the Person Specification will be shortlisted. Please bear in mind also that it is better to describe your responsibilities rather than what "we" did.
5. Ensure you read carefully the information on the back page of the application form. This is a declaration about your fitness to work in our hospice environment and is extremely important and MUST be signed.
6. Please let us know if you have a disability of any kind which may require special arrangements either in completing the application form; attending for interview if you are shortlisted; or in how you would carry out the job (some people with a disability may be able to fulfil a role if certain reasonable adjustments are made either to the job, the duties or the way the job or duties are organised. Please let us know if this applies in your case). The more information you can provide the better.
7. Do contact our Personnel Department if you have any queries about applying for a job at Saint Francis Hospice.

All jobs are advertised via a combination of the relevant trade or professional journal, local newspaper, hospice website ([www.sfh.org.uk](http://www.sfh.org.uk)) or national hospices website ([www.hospiceinformation.info](http://www.hospiceinformation.info)). Thank you for thinking of Saint Francis Hospice.