

Sheffield Law Centre.

Guidance Notes on completing the job application form.

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information you provided in the form. The advice is designed to help you complete the form as effectively as possible.

Examine the job pack.

All packs will contain a job description, person specification and information about Sheffield Law Centre. Read all this information before completing the form.

Presentation.

- Make sure you read the form fully before writing anything.
- Use black pen or word process to aid photocopying or download the form from our website and type your application
- Read your completed form and check for errors.
- Make sure you send the form to the correct address and that it will arrive before the closing date.

Person Specification.

The person specification sets out what skills etc. you will need to be able to do the job. The short listing process will involve measuring your application against the requirements of the person specification.

In your application form you should try to use separate headings for each requirement of the person

specification. If you use additional sheets you should number them and put your name on each sheet.

Do not merely repeat your career history but pick out the skills, knowledge and experience required by each aspect of the person specification to demonstrate how you meet the requirements. You should give examples to illustrate how you meet the requirements. Don't simply assert that you meet them without explaining how.

Try to be brief and concise in your answers.

If appropriate you should mention any relevant experience you have gained outside work such as community, voluntary or leisure interests.

CVs.

Do not send us a CV. These will not be considered. As we will be short listing against the requirements of the person specification you need to demonstrate how you meet those requirements and a CV will not do this.