

GUIDELINES FOR COMPLETING THE APPLICATION FORM

Please note: a curriculum vitae will not be accepted; you must complete an application form.

As part of our Equal Opportunities Policy, Oxfordshire Mind asks all applicants to submit only a standard application form. On this form we are inviting you to tell us all your information that relates specifically to the criteria for this post. Our Selection Panel have agreed all the criteria they will be basing their decision on; these are written out for you on the Person Specification. These criteria are drawn directly from the Job Description. You have a copy provided. Please read it carefully. We have clearly outlined all areas essential to the job.

We recommend that you use your application to tell us of any skills, experience or training that pertain to all those listed areas of responsibilities; **do not assume that the Selection Panel will know that you can do something; tell us about it.** Oxfordshire Mind considers indirect experience as valid as direct experience, i.e. include any relevant community, voluntary or leisure pursuits.

This application form ensures that Oxfordshire Mind only considers you on the basis of what we need from the postholder. This approach is part of our commitment to eliminating discrimination from our practices and services.

Other points:

1. Our selection panel is usually made up of four people which means that all applications are photocopied four times. In view of this, your application needs to be presented clearly.
2. Additional sheets may be attached to the back of your application – please don't feel that you have to squash everything in to the boxes provided.
3. Structure your application based on the points in the person specification – if you'd like to add a personal note about yourself, please insert this at the end of your application.
4. Please attach a note of your day-time telephone number in case we need to contact you urgently – discretion will be used at all times.
5. All staff at Oxfordshire Mind must demonstrate a commitment to our Equal Opportunities and Confidentiality Policies.