

## CHWARAE TEG – GUIDELINES FOR COMPLETING APPLICATION FORMS

The application form you complete will play a vital role in deciding whether you should be called for interview, so it is important that you take your time and complete it as fully and accurately as possible.

### Remember:

- **To complete all parts of the application form.**

If you think some parts do not apply to you write N/A (not applicable) in the spaces provided for your answer.

- **Duties & Responsibilities.**

Tell us about your current or most recent work and achievements. Tell us what you have done in each of your job roles.

- **The Job and You.**

With reference to the job description tell us how you meet our job requirements. What would you bring to this job? How would you undertake the job if you were successful?

- **To complete the form in black ink or type**

This will ensure that when we photocopy the form it will be clear and legible. Ensure that the information you provide is clear, precise and easily understood and is aimed at the job you are applying for.

- **We will not know if you do not tell us!**

You must ensure that you have told us everything about yourself that you think we need to know to decide whether or not you are suitable for the job you have applied for.

- **Skills and Abilities.**

All candidates, including internals, should check you have demonstrated on the form how you meet the essential requirements

- **To take a copy of the blank form to use as a draft.**

You can ensure that the information you provide is well organised and relevant by first making a rough copy of the form to avoid mistakes and repetitions.

- **To complete the Equal Opportunities Monitoring Form.**

In order to measure the effectiveness of our Equal Opportunities Policy we need to collect information about our job applicants. The details you give will not be seen by the short-listing or interview panel.

- **To sign and date the application form.**

- **Use extra sheets if necessary**

- **Check with your referees that they are happy for us to contact them.**

- **Take a copy of your application form if you can, before you return it to us.**

- **Ensure that you return it to the Personnel Department of Chwarae Teg in good time.**

Applications received after the closing date will not be considered, only in exceptional circumstances.

### DO NOT:

- Leave out any relevant experience/skills/knowledge gained, Wherever or however it was gained, eg. voluntary or unpaid work can be important.

- Fax or e-mail the form to us.