

Guidance notes for completing your Application Form

All applicants must use a Challengers Application Form to apply. The information you provide in your application form is used by us when we decide whether or not you will be selected to attend an interview and also as a basis for the interview itself. Your application form is, therefore, very important and we give the following advice to help you complete it as effectively as possible.

Equal Opportunities and Disclosure section will be detached from the rest of the application form and kept in a confidential/secure place. This will ensure an unbiased/unprejudiced selection of candidates in line with equality, diversity principles and good practice.

Online version of the Application Form

You may have been emailed the application form or downloaded it from the Challengers website.

You can 'tab' through the fields and type to enter the relevant details.

Use your space bar or mouse clicks to 'check' the 'YES' or 'NO' boxes.

If you email your completed form to Challengers, you will need to sign the printed version held at our offices.

Job Description

Look carefully at the Job Description. This gives details of the skills, knowledge, qualifications and experience which we require. Please read this carefully before completing the application form, so that you know what the job involves and the range of expertise needed.

Employment history

When listing your employment history you should ensure that the dates are correct and in the right order and that there are no gaps. Please let us know what you were doing during any periods without paid employment.

Supporting information

Address all the points on the job description and outline your experience and skills substantiating your statement with examples and evidence. Can you show you meet the requirements for the job? By looking at your past and present experience you may identify "hidden" skills that you might have taken for granted. This includes any relevant experience gained through your community, voluntary, leisure, family or home interests.

Ask yourself why you are interested in the job, it can be useful to list these reasons and refer to them. Is the job you wish to apply for a promotion or is it a good employment or career move? Could it broaden or give you greater experience? Place the information in a logical order and make sure that you have included everything you need to.

If you need to continue onto another sheet please attach this to the application form with your name clearly marked at the top. You may enclose additional information if you so wish.

References

You are asked for the names and addresses (including the postcode) of two people we can contact for references. You should give your present or most recent employer or, if you are a student, an appropriate academic reference should be given. You cannot use members of your family as referees.

If you need assistance to complete the form, let us know and we will be pleased to help – call 01483 579 390 or email work@disability-challengers.org.