

**Guidance on your Application**

The detail you provide in your application is the only information we will use in deciding whether or not you will be short-listed for an interview. Your application form is therefore very important and the following guidance is designed to help you complete it as effectively as possible.

# Planning your Application

### **Before filling in the form read all of the documents**

* Every vacancy is based on a job description which lists the main duties of the post and a person specification describing the skills, knowledge and experience we are looking for. Please look at all of these carefully so that you know what the job involves and the range of expertise required.

### **Using the person specification**

* The person specification is the list of criteria or requirements regarded as essential or desired for the post. To be considered for an interview you have to complete each essential point of the person specification, demonstrating your abilities by telling us about your experience and knowledge. This could be from past and present jobs, including voluntary work and personal experience.
* For example, in talking of supporting people with suicidal feelings, we would need you to talk about a time you have supported someone by demonstrating your skills to do this kind of work. We are interested in your experiences and potential to do the job, rather than specific qualifications.
* As a **survivor-led organisation** we all identify as people who have had their own struggles of mental health issues. We welcome you to talk about your own mental health which could include any struggles you have had or your coping strategies etc., in as much detail as you feel comfortable.
* Please give an answer for every person specification point this should be written in the **“Supporting information”** box at the end of the application form. It is fine if this ends up spanning multiple pages.  We need to see you have suitable experience and/or skills in order to invite you to an interview. If you do not have any relevant skills or experience for a specific point then it is okay to leave this blank, however it may affect your scoring.

#### Completing the Application Form

* Application forms should be completed as clearly as possible.
* **Do not substitute your CV** for a completed application form as this will **not be accepted.**
* We are keen to receive applications from a diverse range of the community, if you have any **accessibility needs** filling out the form please let us know and will we do our best to accommodate these.
* Make sure your application form arrives before the closing date. It is not possible to accept late applications*.*

* Send your completed applications to[**recruitment@lslcs.org.uk**](mailto:admin@lslcs.org.uk)
* If you haven’t heard from us within 1 week of the closing date, your application has been unsuccessful. **It is not our practice to give feedback on non-shortlisted applications.**

****