



## Oxfordshire Sexual Abuse & Rape Crisis Centre

### **GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS:**

Please read these notes before completing the application form

The decision to shortlist will be based upon your application

#### **Important**

1. Please read the Job Description and Person Specification. The Job Description tells you more about the job and what you will be doing if you are successful. The Person Specification tells you what qualifications, skills, experience and knowledge you will need to have in order to apply for and perform in this role.
2. **Please do not send a CV for this post.** In line with our equal opportunities policy, for recruitment we require all candidates to complete an OSARCC application form.
3. When completing section 6 please ensure you detail how you meet the essential criteria on Person Specification, as well as any of the desirable criteria that are applicable to you. You may use experience from your work-life, any study or courses you have been on, volunteering opportunities you have had, as well as experience from your personal life.

Please ensure you individualise this section of the application form. It should be tailored to show how you meet the required criteria for this post specifically, rather than being a generic description of your work-life experience to date.

4. You may wish to copy the question into a word document or similar before submitting the form.
5. We recommend that you keep a copy of your application for your own records.
6. Check the closing date for the position you are applying for and ensure you leave enough time to submit it. Applications received after the closing date will not be considered.