



Bridgend Association of Voluntary Organisations
Cymdeithas Sefydliadau Gwirfoddol Pen-y-bont ar Ogwr

BAVO job application guidelines

Please read these notes carefully before completing the application form.

Introduction

These notes are provided to help you complete an application form for a job with **BAVO**. Your application form will provide us with the only information that we will use in deciding whether or not to invite you for an interview. Shortlisting will be carried out by the selection panel, who will relate the information that you provide to the requirements set out in the person specification, and the duties set out in the job description.

Please bear in mind the following points:

- It is essential that you complete all parts of the application form in full. Please do **not** use additional paper to answer the questions;
- Please do **NOT** send a CV, or phone **BAVO** for further information;
- Please use black ink or typescript - to aid photocopying.

Please note that the front page of the application form will not be used in the selection of candidates for interview: It will only be referred to when the selection for interview has been made.

Section A

It is helpful to have both your home and daytime telephone number so that we can contact you quickly if you are shortlisted for interview or selected for the post.

Only provide your work telephone number (if applicable) if you are happy for us to contact you at work. References will only be sought if you are offered the post, unless you indicate otherwise.

Please make sure, when selecting referees, that they know you well enough to give a full opinion about your capabilities in line with the person specification and job description.

Please provide the name, address and status of two referees who are willing and able to provide a reference for you. One of whom should be your present or most recent employer (unless you have not worked before) and one other who is able to describe your suitability for this post.

Section B

Please provide all relevant information on your education from age 11 and any educational opportunities you have taken up since leaving school, e.g. retaking of exams as an adult, professional training courses, degree or other courses. Please include the name of the institution.

Please provide details of your present and previous employment. This might include paid or unpaid work. Please state what position you held and a brief description of the main duties.

Skills / knowledge

Please demonstrate how you meet the requirements set out in the person specification and job description. It is important that you answer this question fully, but concisely, as this will determine whether or not you are selected for interview.

Please complete all sections in application form and sign the form.

Criminal convictions

Under the Rehabilitation of Offenders Act 1974, an individual who has had a conviction(s) may, with certain exceptions, be allowed to treat the conviction as if it had never occurred. Apart from those individuals who are given prison sentences of more than 4 years, most people with convictions may benefit from it. If you have a conviction and you are unsure as to whether is spent or not there is an online tool you can use on www.disclosurecalculator.org.uk

Equal opportunities monitoring form

We would be grateful if you would fill in this form, as it will help in the implementation of BAVO's Equal Opportunities recruitment policy. Please return it with your application form. The information will be treated as confidential and will not be considered as part of your application for this post.

Health and disability

Please detail any issues that you feel BAVO should know about that may have a bearing on your ability to do the job - for example, the need for aids and adaptations. This will not prejudice your application in any way.

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