



**Bosnia and Herzegovina Community Advice Centre
GUIDANCE NOTE FOR COMPLETING THE APPLICATION FORM**

The Recruitment Process at the Bosnia and Herzegovina Community Advice Centre (BHCAC)

Please read the following carefully before completing your application form.

1. Selecting the best person for the job

As a part of the BHCAC's commitment to equal opportunities all candidates are treated in exactly the same way throughout the recruitment process. It is vital that you take care in completing the application form as fully as possible. The information in it will guide us in considering whether you have the right qualifications, skills and/ or experience for the job. A CV will not be accepted.

2. Job description and person specification

The **job description** describes the duties of the job. It sets out the range of responsibilities and tasks.

The **person specification** describes the person we are looking for by describing the abilities, skills and experience needed to do the job. We will be looking at your application form to see how you fit the person specification- the extent to which you have the relevant skills and experience.

You need to consider

- Is the job description one you are interesting in?
- Do you think you have the skills and experience to apply for the vacancy?
- Can you demonstrate this on the form?

3. The application form

Post applied for

Please state the name of the post you are applying for.

Personal Details

Make sure that your name, address and post code, with telephone number is written or typed clearly. If you move house after sending in your form and before being interviewed, please let us know as soon as possible.

Referees

These must be known to you in a work capacity, and should be given by the person who line managed you. If this is not possible you should clearly explain the relationship and the reason for giving another person as referee. It may be someone who can comment on your ability, skills, experience, e.g. a community leader you have been doing community work with.

Employment

Starting with your current and last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. If possible give exact dates. Describe the main duties of the post, in one or two sentences only. This information may be used to assess whether you meet the experience required for the vacancy. Check that dates are correct and in chronological order.

Education and Training

Give a list of formal and informal training. Formal training is that which is certified. Sometimes we ask for specific qualifications. You may need to provide information so that we can assess whether you meet the qualification requirements.

Disability

Please state if you have any disability. An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. BHCAC will take all reasonable steps to ensure that the specific needs of disabled employees are met.

Supporting information (Personal Statement)

This is probably the most important part of the form. You have to make a case here for selection.

It is usually good idea to use extracts from the person specification as headings and answer them as questions. You have to demonstrate how your experience matches the criteria in the person specification. In considering your experience, remember all your previous work and draw on this to demonstrate that you have necessary skills.

Do not forget other relevant experience outside work, such as community/voluntary/ leisure and other interests- if they contribute to meeting the person specification. Describe any relevant skills this has helped you develop.

Remember, it is your skills and abilities relevant to this job that we are looking for focus on ensuring you meet the essential criteria in the person specification.

Using the person specification to help you fill in the form

You may want to use the points in the person specification as headings when filling in the section of the application form that says “personal statement”. Or you may prefer to write a paragraph on each criteria, more in an easy format.

4. The Interview

All short listed candidates will be invited, by email and occasionally by telephone, to attend an interview. The email will inform you of the time, location, and contact for the interview.

The recruitment and selection panel will be comprised of a minimum of three people, and will include the relevant line manager of the post. The panel will always try to ensure that gender, ethnicity are represented on the selection panel. All panel members will have to be familiarised with the Bosnia and Herzegovina Community Advice Centre’s Recruitment and Selection policy and procedures.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated fairly.

If you are not sure that you have understood the questions do not be afraid to ask for it to be repeated, or rephrased. Take your time and ensure you have included all the main points you want to get across in your answer.

In preparation for the interview, take the opportunity to visit our website www.bhcac.org.uk to familiarise yourself with our work and read through the job description, application form and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.

If you have any special requirements that would allow you to participate more fully in the interview, let us know when you telephone or email to confirm your attendance at interview.