



ADVICE ON COMPLETING THE APPLICATION FORM

Completing your application form

Please read the following carefully before completing your application form paying particular attention to the Job description and Person Specification.

- Write your application as fully as possible. We cannot make assumptions about your experience, knowledge, skills, and/or abilities.
- We will use the information on your form to assess whether you have the right skills and abilities needed to take on this role.
- Be positive. Use active phrases such as 'I planned', 'I organised', 'I will', etc.

Section 1 PERSONAL DETAILS

Eligibility to Work Please complete this section fully, relevant documentation will be checked for the successful candidate.

Section 2 PERSONAL STATEMENT

This is a very important part of your application, this is your chance to tell us why you are the best person for this opportunity. Please express your desire to want to better yourself.

Please write your answer in **less than 500 words**.

Please consider the Role Description and Personal specification.

Before you start remember this is a "personal" statement, i.e. it's about you, and there is no real right or wrong way to do it.

Use these headlines to help you think about what to write in your personal statement but please write the personal statement on the given

Why I want this role and what especially interests me about it

What I have to offer

Any personal achievements

What the Irish Traveller Movement in Britain might want/need

What additional qualities/skills can I bring to the role?

ADVERTISING MONITORING

This information is required to ensure that we can monitor the effectiveness of its recruitment advertising.

SPECIAL ASSISTANCE

Please tell us how we can best accommodate you for your interview.

DECLARATION

Please read this section carefully before signing your application form.

Failure to disclose this section will disqualify you from being appointed to a post.

Checklist

- Read through your completed application form carefully, making sure you have fully answered all questions.
- If you have completed separate sheets, make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the deadline.

Thank you very much for your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete it.

If you have any questions or problems please phone Grace or Scott on 0207 607 2002 or e-mail us on grace@irishtraveller.org.uk or scott@irishtraveller.org.uk