

Completing Your Application

The information 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 advice is designed to help you complete it as effectively as possible.

Planning your Application

Before filling in the form read the job information carefully

- Every vacancy is based on a job description which lists the main duties of the post and a person specification describing the skills, knowledge, experience and qualifications we are looking for. Please look at this 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 necessary for the post. To be considered for an interview you have to fulfil each essential point of the person specification, demonstrating your abilities by telling us about your experience.
- Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Draw upon your past and present jobs, other interests and experiences; you may discover you have a broader range of skills than you imagined. Voluntary work or work at home can be as valuable as paid employment.

It is important that your application relates to the job you are applying for.

Completing the Application Form

- Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.
- Write out the form in rough first to avoid mistakes and repetitions
- Make sure you complete the references section, with three references.
- Applications received after the closing date will not be considered.
- Keep a copy of your completed form for future reference
- Make sure your application form arrives before the closing date. It is not possible to accept late applications

If you haven't heard from us within a month of the closing date your application has been unsuccessful. It is not our practice to give feedback on non-shortlisted applications.

Working for and with adults with Autism across Yorkshire



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