**Application Guidelines**

The application form is your opportunity to tell us about your past experience and, most importantly, how this experience and your skills & aptitudes match with the job description and person specification & make you suitable for the job. Please bear the following points in mind when completing your application:

* Describe your responsibilities or achievements in your previous roles. As you do this, bear in mind the skills Voluntary Action is seeking for this post.
* Do not assume that the selection panel will know how your previous experience is relevant. It is your job to explain why a particular responsibility, role or experience is transferable to the position you are applying for. This is particularly true if your experience is in a different field.
* Are there experiences from outside your paid work experience that may be relevant to this post?
* Your personal statement should relate directly to the specifications of the job you’re applying for. It’s important that you address all the points in the job specification, preferably in the order in which they appear. Imagine this being used as a checklist by the person short-listing.
* Avoid making general statements that you cannot back up with evidence.