



## Guidance on completing the Application Form

### Why is it important to complete the application form correctly?

Making a good first impression is vital. Remember, the application form will be your first point of contact with The Big Life group.

It is crucial that you complete the application form correctly as it plays an important part of the selection process and the information you provide on the application form is used to decide whether or not you are invited for interview.

### How can I make sure that I fill it in correctly?

Before you begin completing the application form, take time to read all the information supplied to you within the vacancy advert. You should pay particular attention to the job description and person specification.

The **job description** outlines the main duties and responsibilities of the position.

The **person specification** details all the relevant, essential and desirable qualifications, skills and knowledge required for the position.

**You should use your application form to show that you meet all or most of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this in your answers, or you are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for that post.**

Before submitting your application, ensure that you take time to read through the form to check for any errors or omissions. You will not be able to make any changes once the form has been submitted.

### Professional Registration

Certain types of jobs within the Big Life group can only be carried out by people with a UK professional registration, for instance with the Department for Education (DfE) for teachers or the Nursing and Midwifery Council (NMC) for nursing roles. Jobs that require the post holder to have a

professional registration will state this within the advert or within the person specification.

If you have a current UK professional registration please ensure you provide all the information required including registration body, registration type, registration PIN and expiry/renewal date.

Any offer of employment will be subject to confirmation of professional registration where applicable.

### **Where can I get further information about the vacancy or about working for The Big Life group ?**

If you have questions which are not answered in the information provided, with a job advertisement, you may wish to consider contacting the named contact in the advert for an informal discussion.

You will also notice some useful links on the website which will provide you with further information on a wide variety of subjects including our mission and our values, our group structure, our services etc.