

# **OASIS CHILDREN'S VENTURE**

## **Guidance Notes for completing the application form**

In order to ensure that the applicants for employment are assessed fairly against the needs of the post concerned, each vacancy is carefully considered to identify the essential experience, qualifications and other attributes the post holder will need to successfully undertake the work concerned. Selection is undertaken by a panel of at least two people who, in deciding which candidate to interview, consider ONLY the information contained in each application form.

It is therefore particularly important that you fill the application form in carefully, as it may make the difference between being offered an interview or not. The following points are designed to help you in completing a good application form.

### **1) Job Description and Advertisement**

You should carefully look at the job description and advertisement, as these will help you identify what experience, qualifications, skills, knowledge and abilities are required.

### **2) Consider yourself against these requirements**

You will need to show on the form evidence that you have these requirements. Think about each previous job you may have had and what it is, about that job which is relevant to the job you are applying for. Include voluntary and part time work, as they may help uncover skills, which you may have taken for granted, but which could be relevant to the job you are applying for. Caring for your own children and your leisure interests may also be relevant.

### **3) Do a rough draft of the application.**

This will help you organise the information and avoid mistakes.

### **4) Additional statement**

At the end of the application there is additional space for you to provide additional information you think is important and show you have the relevant experience for the job. This is where you should 'make your case' and describe the skills and experience you have gained, evidence that you will meet the requirements of the job. You may add no more than 2 extra sheets of paper if necessary but organise your information concisely.

## **5) Keep a copy of the application form**

If you attend an interview then read your application thoroughly before you attend the interview.

***Please note we do not accept curriculum vitae.***

## **Equal opportunities information**

The application form asks you to give details of your sex and race as well as asking you whether or not you consider yourself disabled. This information is requested as part of implementing the Oasis Equal Opportunities policy and enables us to monitor whether the recruitment process is being operated fairly and is achieving its objectives. It is not used for any other purpose and the information you provide will not in any way affect the panel's assessment of your application.

When we short list applicants, the panel does not look at the page of your application form that shows your personnel details.

## **What happens next?**

You should return your application form to:

[info@oasisplay.org.uk](mailto:info@oasisplay.org.uk) or

Oasis Children's Venture  
Main office  
33 Priory Grove  
London SW8 2PD

## **Oasis Children's Venture**

Short listing will take place shortly after the closing date, and as soon as possible after this you will be informed as to whether or not you have been invited to interview.

All appointments are made subject to satisfactory references being received, an enhanced DBS check and satisfactory completion of a probationary period.

