

# TRANSFORM

## DRUG POLICY FOUNDATION

### **Job application guidelines**

Thank you for your interest in this job vacancy. You will find enclosed with these notes a job application form, a job description, a person specification and information about Transform.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for interview. Your application should, therefore, be filled in as completely and as clearly as possible.

### **Application form and job description**

#### **Job information**

Every vacancy is based on a job description, which lists the main duties of the post, and a person specification describing the skills, 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.

The job information will also confirm the general conditions of service, salary and closing date for the application.

#### **Filling in the application form**

Ask yourself why you are interested in the job.

Consider all the relevant experience you have gained and show how you have the skills, knowledge and experience to do the job. Remember that unpaid work and work at home can be as valuable as paid work.

Make sure the application is related to the job you are applying for, don't copy the same one for a series of jobs.

**Please do not substitute your cv for a completed application form** – only completed forms will be considered.

It is a good idea to take a photocopy of the form and do a rough draft first, in order to avoid mistakes and repetitions.

Check that all the dates are correct and in the right order.

Make sure you complete the form clearly, typing it or using black ink (we need to photocopy all applications and black ink shows up best).

Make sure you send your application in before the closing date and time.

#### **Shortlisting and interviews**

After the closing date the application forms are read carefully to see how well each person's skills and experience fit the job specification and applicants who meet these requirements are then invited for interview.

The interview panel is normally made up of 3 people who will be asking set questions of each candidate covering key aspects of the job. The questions are intended to allow you to expand on your application and to show the panel how far you meet the requirements of the post. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable. You should not therefore be worried about the panel taking notes.

You will have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

**Interview feedback**

Should you not be successful and would like to have some feedback on your interview, please contact Danny Kushlick, the Director, who will be pleased to discuss this with you.