

MERTON MENCAP INFORMATION AND GUIDANCE NOTES FOR JOB APPLICANTS

Merton Mencap is an equal opportunities employer and is committed to ensuring that equal opportunities are operated in practice as well as in principle. We have careful procedures for recruitment, selection and appointment to help us make this policy fully effective.

The following guidance is intended to help candidates in completing their application form.

- * Please complete the form in full, preferably using a typewriter or word processor; if using handwriting, please ensure that black ink is used as application forms are frequently photocopied.
- * Please do not attach a CV as an alternative or supplement. It is important that we compare candidates' experience drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided and these should be attached to the application form on a separate sheet(s).
- * In your supporting statement, please refer to the "Person Specification". When we prepare the short list we always look to see how well candidates meet these requirements. It is helpful if you use these as sub-headings within your supporting statement.
- * Please ensure that you address all points requested. Candidates' responses to these items are an important part of ascertaining whether the applicant meets our criteria.
- * Short listing is made on the basis of the information as detailed in the application. If you do not provide all the information sought, it is highly unlikely that your application will be considered.
- * References. Please give your current or most recent employer as one of your referees. Your second referee should be someone who knows your work in a recent professional capacity.
- * As part of our equal opportunities practice, we do not offer informal telephone guidance; it is important that those involved in the short listing stages are not compromised by an informal chat. However, if there are any aspects of the contractual details or selection process which may not be clear, then you are welcome to discuss these with our Chief Executive, Andy Whittington, who can be contacted on 020 8687 4676.