**A guide to applying to a job with Inclusion Gloucestershire**

**Introduction**

We know that applying for jobs can take a lot of time and effort and we want to make it as easy as possible for you to do well! This guide gives some advice on what will help you get shortlisted. Please remember that you should always be honest in your application – this guide provides advice on formatting and crafting your application but the skills and experience that you write about must be your own!

**Application forms, CVs and covering letters**

We do not accept CVs without an application form. We ask everyone to fill in an application form as there are specific questions that we need answers to. However, to save time you may submit a CV detailing your work and education history, and skip these parts of the application form. You do not need to submit a covering letter.

As standard, we have Easy Read and standard versions of our application forms. If you need a different format, please ask by emailing info@inclusion-glos.org or phoning 01452 234003.

**Filling in the application form**

Please fill in all sections. If you are not sure about any sections, please get in touch and ask us.

Referees should include your current or most recent employer, even if you last worked for them a long time ago. A referee should not be a relative or friend. If you haven’t had a job before, a referee could be a teacher, community leader or mentor.

Equal opportunities – over half of our workforce are disabled or neurodivergent and we really value this. Please let us know if there is anything that you need at interview. This may be a BSL interpreter, information in a different format, a longer interview slot etc. If you need to bring someone to your interview with you as a reasonable adjustment for a disability you may, but they cannot answer the questions for you.

Declarations – please note that an unspent conviction or caution does not automatically mean that you cannot work for us. We would discuss this with you confidentially and risk assess if you were successful.

**What we are looking for in your answers**

**‘Why are you interested in the role?’**

For this question we are looking to see if you are passionate and enthusiastic about the job, and about us as an organisation. We want to know if you understand who we are as a charity, and what the job involves. We are looking for the reason why we should employ you over others.

**‘Please outline how you think your skills and personal/professional experience would enable you to carry out the main duties and responsibilities of this role’**

For this question please look at the ‘requirements of the post’ section in the job description. If there is a sentence in the job description stating ‘Duties marked with an \*asterisk will be used as shortlisting criteria’, you need to focus on these points. You will not be marked down if you do not refer to the other requirements – they will be assessed at interview.

To make it really easy to shortlist you, we recommend going through each of the requirements in turn and stating your skills and experience.

Rather than stating ‘I have skills and experience in this type of work’ be specific – for example ‘I have skills and experience as evidenced by 7 years working in X job, in which I particularly developed skills in A, B and C’

For this job description for example:

|  |  |
| --- | --- |
| **What the job description says** | **What you might say in your application** |
| ***Essential Requirements for this Post****Duties marked with an \*asterisk will be used as shortlisting criteria.** *Previous experience of office administration work\**
* *Excellent communication skills and ability to build rapport with individuals, staff and managers*
* *High standard of written English\**
* *Thoroughness and an eye for detail when reading through documentation.*
* *Experienced user of Microsoft Office (Word, PowerPoint, Excel, Outlook)\**
* *Excellent IT skills\**
* *Excellent attention to detail and levels of accuracy*
* *Skilled minute taker*
* *Previous experience with Health and Safety\**
* *Experience of and ability to use social media*
* *Ability to plan, manage workload, prioritise tasks and meet deadlines\**
 | Previous experience of office administration work – I have 7 years experience in X and Y job as an office administrator and have developed skills in…….High standard of written English – evidenced by …..I am an experienced user of Microsoft Outlook – I have experience of using X application to create Y etc.Excellent IT skills – evidenced by…Previous experience with Health and Safety – I have X years experience of working in a health and safety arena doing Y and Z. Through this I have learnt…Ability to plan, manage workload, prioritise tasks and meet deadlines – I have developed skills in this area by XX and I evidence this by doing XX |

**‘Please tell us how you meet the values and personal beliefs required for this role’**

Address the values listed in the job description and say how you meet each one. One sentence per value is fine. We are specifically assessing how you meet the following values:

* We are a user-led organisation, driven by the social model of disability, which sees people as disabled by society rather than by their impairment or difference.
* We make sure everyone is meaningfully involved and included
* We empower choice and control through peer leads and place experts by experience at the forefront of our delivery
* We challenge when things aren’t right and give people facing disabling barriers a strong voice
* We believe it is right to treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* We are a caring and professional organisation who work together towards shared goals
* We work in partnership to deliver exciting new ideas and support each other, our members and our community.

**Other things to consider**

* We believe in empowering and doing ‘with’ rather than ‘to’ disabled people. Please consider this in the language that you use in your application. We do not see disabled people as inherently vulnerable or needy – there is a strong chance that your manager may be disabled.
* You will be scored on overall quality of the application form so please consider the effort put into the answers
* If a job requires good IT skills, accuracy or a high standard of English, we will be looking for a well written application in electronic format (rather than handwritten). If a job doesn’t require those things and is more about interactions with people, we will be focusing more on your people skills at interview.

**What to expect after you apply**

* Your application might not be shortlisted immediately – this depends on when the interview panel can meet
* We will be in touch to let you know whether you have been shortlisted or not. If you have not heard from us, we have not yet shortlisted
* We cannot give feedback on individual applications due to the volume we receive but we hope that this guide will help you in future applications if you are not successful
* If you are invited to interview, we will provide information about the time, date, location and what to expect. Please do ask if you have any questions

**We wish you every success with your application**

We are always keen to improve – if you would like to give feedback on our application process please contact info@inclusion-glos.org or phone 01452 234003