

# Luton Irish Forum

## ADVICE ON COMPLETING APPLICATION

### Job Description and Person Specification

The Job Description describes the duties of the job and provides details of its responsibilities. The Person Specification will be used in determining whether you will be short listed for interview.

### Present and Previous Employment

Starting with your current or last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. This information will be used to assess whether you meet the experience required for the vacancy; check that the dates are correct and in order.

### Education and Training

Starting with your most recent education and/ or training, list all of the institutions that you have attended including secondary and further education institutions. Give details of courses taken and examinations passed, grades obtained and diplomas awarded, etc.

### Additional Information

This is a very important part of your application, as you have to make a case here for your selection. Do not repeat your entire education and/or work experience. Try and include only the relevant parts to a maximum of 300 words.

Using the Person Specification, give full relevant details of all your previous applicable work experience. Consider other significant experience outside of work such as community work, voluntary work, relevant leisure and other activities

In presenting your skills and abilities specify your own responsibilities and not those of the workplace in general.

### Some points to bear in mind

- It is preferable to type your application. If you wish to submit a handwritten application make sure that it is legible.
- Write your application as concisely as possible but do not leave anything relevant out!
- Do a rough draft first.
- Be positive. Use active phrases such as 'I planned', 'I organised', 'I will', etc.

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