



Guidance notes for GFS job applicants

The application form provides all the information we need to decide who to invite for an interview. We need specific information to judge your suitability for the post and these notes are designed to help. Please carefully read all the information sent to you, particularly the job description and person specification.

Qualifications

Not all jobs at GFS need qualifications. The job description/person specification will tell you what is required for this job.

Give us examples

If the job description says that we need someone with a particular skill, we will need examples. The STAR framework is a useful guide. Describe the Situation, Task, Action and Result. Where possible give us information that links to each area of the person specification. This is particularly important where we are going to measure essential criteria through your application form.

Tell us about you

Many of us work in teams but we are interested in your personal responsibilities and achievements. Tell us what you did, not what the team did.

If your experience is in a different area of work

People develop similar skills from very different experiences. If your experience is in a different field of work, tell us why and how you think you can apply your skills to this job.

You have not worked for a number of years

For a variety of reasons, people may have little experience of paid work or have gaps in their employment. This should not deter you from applying. We are interested in what you can do, not what you can't do.

What about interests and voluntary work?

We only need to know about your hobbies or voluntary work if relevant to the job.

How much information should I provide?

We need brief but relevant information. If your skills and experience sheet is more than three sides of A4, it might include more detail than we need.

Should I include my CV?

No, it is not necessary to submit your CV. Please submit your application on the enclosed form.

Closing Date

Please ensure you are aware of the closing date and submit your application on time. Late applications will not be considered.

For further information, please contact Human Resources:

0207 520 1793

recruitment@girlsfriendlysociety.org.uk

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