

Date as Postmarked

Dear Applicant

Thank you for expressing an interest in working for Watford Mencap.

I am pleased to enclose a range of documents to assist you to apply for a position within our organisation and I hope you will find these both useful and of interest.

- Job Description and Person Specification
- 'Applying for a job – getting it right' advice sheet
- Application and Equal Opportunities monitoring form
- Service leaflets and/or In Touch magazine

The decision to short-list for interview is based entirely on the information contained in your application form. Please ensure that you complete the form in full paying particular attention to section 6. In this section you should clearly explain and provide examples that show how you meet the criteria listed in the Person Specification. If you need more space to respond to any questions please use additional sheets of paper.

Your completed Application form should be returned to me at the above address by 3pm on the closing date.

As an equal opportunities employer we value the contributions of people from all walks of life and welcome applications from all sections of the community. If you require any assistance with your application, due to disability or any other reason, please do not hesitate to contact me.

Unfortunately we are unable to respond personally to all candidates. If you have not heard from us within 4 weeks of the closing date please assume your application has not been successful on this occasion.

If you require any further information or would like to discuss these posts in more detail please contact our Head Office on 01923 713620.

Finally please ensure that you use the correct postage to return your form. We are happy to receive folded forms to avoid excessive postage i.e. folded into A5 size envelope. Underpaid items of post are costly to Watford Mencap and delay your application reaching us.

I look forward to receiving your completed application form and wish you every success.

Yours sincerely

Jo Warburton
Personnel Assistant

P.T.O.

Watford Mencap Applying for a job – getting it right

Please read this information before completing your application form. It provides some useful advice to maximise your chances of successfully being offered an interview.

Application Pack

Your application pack contains the following documents to help you decide whether you wish to apply for a position at Watford Mencap and to help you do so.

- Job Description and Person Specification
- Application and Equal Opportunities monitoring form
- Service leaflets and/or In Touch magazine

More information can also be found on our website www.watfordmencap.org.uk

Completing the Application Form

You will need to complete all the questions on the application form, providing as much relevant information as possible. If you require more space for your response please use a separate sheet of paper, write your name on the top, and attach this to your form.

It is important that we can read your application. If you are able to complete the form electronically please do so, but if this is not possible please make sure that your handwriting is clear and legible.

We are an equal opportunities employer and welcome applications from all sections of the community. We endeavour to make reasonable adjustments for disabled people and will be pleased to accept application forms presented using alternative formats such as audio tape or video as required.

Before completing the application form you should carefully read the Job Description and Person Specification so that you have a good understanding of the position you wish to apply for. The person specification lists the personal and professional qualities expected from candidates and your application will need to demonstrate how you meet these criteria.

Section 6 is particularly important as this is where you can explain fully how you meet the person specification. Some people find it easier to respond to the criteria in the order they are listed, giving information to demonstrate their abilities for each one. It can also be helpful to provide examples that illustrate how you meet a particular requirement. We recognise that skills and qualities are transferable and can be developed in a range of settings, including previous employment, voluntary work, education, and through life experience.

Your completed application is the only information we have about you to help us decide whether to offer you an interview for the position. Please use the form to present yourself as well as you can and to show us why you think you are the ideal candidate for the job.

As a final reminder, don't forget we need to receive your completed and signed Application and Equal Opportunities monitoring form before the closing date.