



# FDAMH

FALKIRK'S MENTAL HEALTH ASSOCIATION

## Application Form Guidance Notes

Please read these notes carefully before completing your application form. It is important as your application form is the only information we have to assess your suitability for the post and assess whether you will proceed to the next stage.

Please ensure that you provide full contact details, in particular an email address, as we will use email to contact you during our recruitment process.

### General Points to Note

- Please ensure you complete the title of the post you are applying for
- Complete all sections of the application form. We will not be able to process your application form if it is incomplete.
- We do not accept CV's
- Completed application forms should be returned to [admin@fdamh.org.uk](mailto:admin@fdamh.org.uk)

### Qualifications, Skills and Training

- If successful, you will be required to provide us with original certificates or evidence to support the qualifications or training you have disclosed.

### Employment History

- Please provide details of previous employment and/or voluntary experience including dates
- Account for any gaps in your education or work history

### Supporting Statement

- In this section, you should demonstrate your suitability for the post. Relate your experience to the information provided in the job pack, paying particular attention to the skills required in the Person Specification section.
- Ensure you provide examples which will demonstrate your skills and any achievements.
- Within this section you may wish to highlight any skills gained out with work that are pertinent to the role you are applying for e.g., volunteering, work related experience, studies undertaken and training.

## References

- It is imperative that we receive two satisfactory written references prior to employment being confirmed.
- The names, contact telephone number, email address and full postal address of two referees must be provided. Your referees should be from your last two employers.
- If you are unable to obtain a reference from your previous employer one reference should be provided by an education or professional person to whom you are known. The reference should not be from a friend or family member.

## Diversity Monitoring

- FDAMH is a Disability Confident Employer. Disabled applicants who meet the essential criteria outlined in the job description and person specification will be guaranteed an interview.
- If you are disabled and have any individual needs to allow you to participate in our recruitment process, please let us know.
- To allow us to monitor equality and diversity we attach our Equal Opportunities Monitoring form for completion. The information in this will be immediately separated from your application on receipt and will in no way be used to assess your suitability for interview.

## Disclosure Scotland - PVG

- If you are barred from working with children or vulnerable adults we are unable to consider you for jobs which involve working with vulnerable groups.