



## **Guide to Completing Applications**

Goleudy assess applications using the role specific job description, a copy of which is attached to the job advert on the Goleudy website. Please refer to it when completing your application.

### **RECRUITMENT CRITERIA:**

The criteria outlined in the 'person specification' section of job description are those that will be assessed throughout the selection process. Some may be assessed in just the application, some in just the interview or assessment event, and some in both. You are advised to keep a copy of the job description as you will have to refer to it when completing the application.

### **RESPONSE TO QUESTIONS:**

In your application you will be required to complete competency based questions by providing a number of examples. It is essential to get this right as failure to provide good evidence will not get you through shortlisting or interview.

### **HOW TO CHOOSE YOUR EXAMPLES:**

Competencies describe skills, abilities and knowledge that you need to demonstrate, so they should be written in a way that helps managers assess your suitability for a vacancy. When deciding which examples to use, keep referring back to the 'person specification' section in the job description.

### **AN ESSENTIAL REMINDER:**

Please remember that any evidence presented in your application may be subject to further scrutiny at an interview or during an assessment event.

Don't forget to submit your Equal Opportunities form along with your application.

### **GET IN CONTACT:**

Please contact us on [recruitment@goleudy.org](mailto:recruitment@goleudy.org) or via our social media channels if you have any questions. Twitter (@FridgeSwansea) or Instagram (Swansea\_Community\_Fridge)

*We reserve the right to withdraw this advert at any time depending on application volumes.*

*We regret that due to the high volume of applications we are unable to acknowledge every application. Please bear in mind that if you are selected for an interview, we will contact you within 14 days from the closing date.*

