

Additional guidance for job applicants at Wimbledon Guild

Introduction

We have written this guide to help you write good job applications. It covers:

- Recruitment documents
- Your supporting statement
- References
- Disabilities
- Declaring a criminal conviction

If you are interested in a job that you see advertised at Wimbledon Guild, first read the advert carefully. It includes useful information to help with your application including the purpose of the job, the salary, working hours, and location.

Now look at the documents attached to the advert. The job description and person specification (often one document) will give you more information and tell you the skills, experience, knowledge and qualifications required.

Recruitment documents

- We do not accept CVs unless mentioned in the advertisement. If you only send us a CV your application will not be considered.
- Complete the personal details section of the form.
- Complete the equality and diversity section. You can choose not to give answers to these questions if you prefer – simply select the ‘Prefer not to say’ option. This information is used make sure that adverts and jobs appeal to a wide range of job applicants. It is not seen by managers who decide who to interview, or interview panels.

Supporting statement

- Your supporting statement is the most important section on the form. Managers will use this information to decide whether to invite you for interview.
- In a good supporting statement, you need to explain clearly how you meet the criteria listed in the person specification, by giving examples. If you don't do this the manager will assume you aren't suitable for the job. Tell us about the skills (things you can do, such as using a database) and experience (things you have done, such as working in a team) and personal qualities which make you suitable for the job. These may be from paid work, volunteer or work experience, school, college or university, or in another area of your life.
- For example, if the person specification asks for good team working ability, you could say: “I worked on a group project at school. My role included writing and presenting part of the project. Team working was essential for this project.” Try to give examples for every point on the criteria.

- You can find more information about writing a good supporting statement and answering interview questions here: [The STAR method | National Careers Service](#)
- All person specifications are different, so change the information to suit each job you apply for.

References

- You must give names and contact details of at least two people (referees) who can confirm the information you give in your application form, and who can comment on your suitability for the job you applied for.
- If you are currently employed, your referees should be your line managers or HR department from your most 2 recent employers. If you are a student give the name of the head teacher, or tutor as appropriate.
- If you cannot give referees, please state why, so that we consider all circumstances.
- If you do not wish your referees to be contacted before interview, please tell us on the application form.
- We cannot offer you employment without receiving satisfactory references and if we cannot get hold of your references there may be a delay before we can confirm your job offer. You can help by:
 - Including their up-to-date details– including an email address if possible
 - checking your referees are happy to give you a reference
 - informing your referees we may be contacting them

Disabilities

- We welcome applications from people with disabilities or long-term health conditions.
- We guarantee an interview to anyone with a disability whose application meets the essential criteria for the job. In the supporting statement, make sure you explain clearly how you meet these, giving examples where possible.
- The Disability Discrimination Act (DDA) covers a wider range of conditions including long term health conditions such as migraine, asthma, eczema, heart conditions etc, and other physical or mental health conditions which have a significant adverse effect on your ability to carry out day to day activities and has lasted, or is likely to last, for more than 12 months.
- If you require any reasonable adjustments for your interview due to a disability or long-term health condition, please make sure you complete the relevant section of the application form or tell us in advance.
- Whilst you do not have to discuss your disability or health condition at interview, you are encouraged to if you may require adjustments. If you do not feel able to do this, then please discuss it with the recruiting manager as soon as possible after you

receive your offer letter. We can then consider the reasonable adaptations you may need

Declaring a criminal conviction

- Having a criminal conviction won't necessarily mean that you won't be offered a job. Each case is considered on an individual basis, in compliance with the Rehabilitation of Offenders Act. We look at things like how relevant the incident was to the job you have applied for, how recent it was, and if there appears to be a pattern of offending. Many of our job roles will require you to have an enhanced or standard DBS check and this will be stated in the job pack.

Before you send your application form

- Check the spelling and that information and any dates are correct.
- Remember an application form is a legal document and it is important that the information is honest and accurate.
- Please submit your application to Jobs@wimbledonguild.co.uk before the closing date or it won't be accepted.

Interviews

- If you are offered an interview we will contact you, usually by email
- If you do not receive an invitation within 10 days of the closing date for the job you have not been shortlisted for interview.
- The recruitment panel will decide who to invite to an interview based on the information provided, especially the Supporting Statements.
- The invitation will tell you who will be on the panel, the time and location of your interview and information such as if you will be asked to do a presentation or a task similar to tasks in the role.
- You may be sent interview questions in advance or given a task to prepare.
- We will ask if you need reasonable adjustments for your interview such as extra time to do a written or computer task, accessible parking, interview at a particular time, sign language interpreter etc.
- Please confirm your attendance at interview as soon as possible by email.
- At the interview the panel will tell you when you can expect to hear if you have been successful or not.

Good luck with your application and we hope to meet you soon!