



Job Application Guidelines

This document provides guidance for applicants on how to apply for a vacancy at Alzheimer's Society.

Alzheimer's Society is an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

- Research Alzheimer's Society beforehand. This will help you think more widely about the work we do, how the role you are applying for fits in, and what we look for in our people.
- After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post. You should provide clear and concise examples of a time when you have had to use the necessary skills as outlined in the person specification.
- Include how you feel you can demonstrate the values and behaviours of our organisation, and your reasons for applying for this position.
- Ensure you complete all sections of the form.
- Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
- Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. It is sufficient to state that you have a specific number of 'A' levels and GCSEs, or equivalent qualifications, unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
- The personal statement is an important part of your application and should be used to tell us how you meet the person specification and what experience you have that is relevant to the job description. Always remember to specify your personal responsibilities rather than those of your section or department. Remember to explain how your current or previous experience relates to the role you are applying for. Your statement should ideally be no longer than 2 sides of A4 paper.
- Ensure that your completed application form is returned by the date and time stated on the job advert to the specified email or postal address. Do not attach any other documentation. Any attachments, such as CVs, references or photocopies of your qualifications will be disregarded and will not be seen by the selection panel.

- Spell check and proof read your application. If possible, ask someone else to check it too.
- Check that you have included everything you've been asked for.
- Keep a copy of your application, so you can review it before the interview.
- Please type the application form where possible, or if in writing please complete in black ink. The panel will consider the presentation of your application during the selection process. Do not stick or glue paper to the back of the form as it may get caught in the photocopier. Please add a separate piece of paper instead.
- We try to devote as much of our resources as possible to our important work. We regret, therefore, that if you do not hear from us within 10 working days of the closing date, you have not been shortlisted for the post.
- If you are shortlisted, the recruiting manager will contact you by telephone, email or letter. Further details of the interview process will be given at this time.
- All candidates who have been interviewed will be contacted by telephone, email or letter, to inform them once a decision has been reached. This will usually be within one week.
- Please complete the online Equal Opportunities Monitoring Form via the link on the email you receive once you have submitted your application.

Good luck with your application.

All of our career opportunities are advertised on our website – so applying is streamlined and easy.

Visit our [current opportunities page](#) or follow us on [Twitter](#) and [LinkedIn](#) to see all our available positions.