



Important information

Advice on filling out the enclosed Safer Wales Job application Form.

It is very important that your application is completed properly, as the information that you give us will be judged against the **Person Specification** in the Job Description to assess your suitability for the post.

- Answer every question giving as much relevant detail as you can, and try to give us all the information that we have asked for.
- **Question 5** is the most important part of your application, as it is where you tell us what makes you suitable for this job. Any statements that you feel are relevant to the post need to be backed up with evidence and examples. Do not use general phrases such as "I have the necessary skills ..." or "I am confident I can do the job well". The short-listing panel need to know how you meet the requirements based on the evidence you provide.
 - If, for example, you tell us that you are a good listener, tell us **why** you feel you're a good listener, and where you have used this quality before.
- You should include details of any current or previous jobs, out-lining tasks, responsibilities, and achievements that would be relevant to this post. Experience gained outside paid employment may also be just as important. For example, you may have done voluntary work in the community, have skills acquired through household administration, or have other interests.
- Concentrate on relevant information and experience, transferable skills from your home life, voluntary work, past and present employment.
- Sometimes it may feel like you are stating the obvious, **but we can only assess the application on the information you give us.**

It is very important when telling us about your main strengths in applying for this post, that you address each point in the Person Specification in turn.

NB: If at all possible, please ensure you have provided a daytime telephone contact number on your application form