



## **Project 17**

St Joseph's Hospice  
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[www.project17.org.uk](http://www.project17.org.uk)

Charity no: 1152621

### **Information about the Project 17 recruitment process**

Thank you for your interest in this position at Project 17. To complete the application, you will need the following documents which can be downloaded from the website:

- Job description
- Application form

Please return your completed application by email, as a Word document or PDF, to [recruitment@project17.org.uk](mailto:recruitment@project17.org.uk).

### **Advice on filling in the application form**

**Please read through the following notes before completing the application form.**

It is important to read the job description and person specification carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the candidate specification.

Please complete the application form electronically (i.e. type it), rather than printing it and completing it by hand. Feel free to increase the size of the text boxes. Keep a copy of your application form; you might find it useful if asked to an interview.

### **Experience, skills, understanding and knowledge:**

- This is the most important part of the application form and it is essential that you complete this as fully as possible. We cannot assume any skills, experience or knowledge that you have and therefore you need to explain how your skills, knowledge, experience and understanding match the points in the person specification.
- In filling in this section, try to give specific examples so that those shortlisting have evidence as to how you meet the person specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an

example of when you have done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities, in particular.

- Do include details of relevant skills and experience you have gained outside formal work, and through training.

### **Previous employment & volunteering**

- Please give brief details (dates, job title if appropriate, main duties) of any work experience (paid or unpaid). Do also refer to your work experience (paid or unpaid) in the Experience, Skills, Understanding and Knowledge section where appropriate.
- Do not send a CV; please fill the application form in.

### **Education, Qualifications and Training**

- Please give brief details of any relevant education or training.

### **Feedback**

Please note that due to the number of applications we receive, we are unable to provide feedback to candidates who are not shortlisted for interview: if you have not heard from us within five weeks of the closing date, please assume that on this occasion your application has not been successful.

Shortlisting is completed by a panel of Project 17 staff members and/or trustees, who will review your application form.

Thank you for your interest in Project 17. We look forward to receiving your application form.