

# Alpha Care Specialists

Homecare Services at its Best

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## GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Alpha Care Specialists wishes to give all applicants an equal opportunity when completing the application form. We advise you to read the following notes carefully as the decision to short list you for the interview will be based solely on the information you provide on your form.

## JOB SPECIFICATION

Every advertised post has a job description and a person specification, together they are known as the job specification. The job description outlines the main duties of the job. The person specification sets out the experience, skills, qualifications, knowledge and abilities required of the post holder and provides the essential criteria against which you will be assessed.

## PERSONAL DETAILS

Please answer the questions as fully as possible.

## REFERENCES

Please give the name of your present or last employer. If you have not been employed before you should give the names of teachers/lecturers or someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

## EDUCATION

Please give full details of your education, qualifications, and any training you may have undertaken. Evidence of qualifications will be required before you are appointed.

## EMPLOYMENT

When completing this section, it is important to include paid or unpaid work (undertaken on a voluntary basis). Please ensure that you include your present or last employer, even if you feel that the job is not the most relevant to your application. You will have an opportunity to explain in more detail about the skills and experience that relate to the post in the section 'Supporting Statement'.

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## SUPPORTING STATEMENT

**This is where you tell us how you meet the person specification for the job.**  
Please do not send your C.V. - it will not be accepted.

The criteria against which you are assessed are the experience, knowledge, skills, abilities described in the person specification. Rather than simply repeating your job history, look at the skills and experience you have gained and how they match the person specification. You will need to provide evidence by giving specific examples e.g. "I have experience of...."

Do not forget the skills and experience you have gained outside full-time work. If you have been out of employment, your job history might be less important than some of the responsibilities and experience you have had more recently e.g. you might have considerable domestic responsibilities or may organise social/community activities in your spare time, or be active in a trade union. Do emphasise these other skills. Do use language that is positive and active, such as "I planned/organised etc".

## EQUAL OPPORTUNITIES

You do not have to complete the enclosed Equal Opportunities questionnaire. However, if you do, it will help us to find out how widely spread its recruitment is. It is separated from your application form before short listing. Its contents are confidential and will in no way affect your application.

## CLOSING DATE

The closing date for all applications is. Do make sure you are aware of this and make sure your application form is returned in plenty of time. Please mark your envelope Code: **H/Care**

## INTERVIEW DATE

All interviews will take place on. Please let Evie Nicolaides at Alpha Care Specialists know if it is not possible to contact you by telephone.