

COMPLETING THE APPLICATION FORM GUIDANCE NOTES

Thank you for your interest in The King's Fund.

Your application form is central to the shortlisting and selection process. This guidance is intended to enhance your chance of success. **Please note that CVs will not be accepted as applications.** *

- ◆ Read through the job description carefully and relate your skills, knowledge and experience to the responsibilities of the post as fully as possible, providing evidence based on work or other activities.
- ◆ The person specification outlines the essential requirements you must meet in order to be selected for interview and appointment. You should therefore address your application to these criteria, demonstrating how your skills, knowledge and experience are related to the role's requirements.
- ◆ The King's Fund's values are an additional consideration for your application so please bear these in mind alongside the job description and person specification.
- ◆ Any information that you wish the short-listing panel to see should be included in the application form or in an attached extra document; please note that emails are not sent to short-listing panels.
- ◆ Please complete the form fully in black or typescript.
- ◆ If submitting your application by post, please use paper clips to attach additional information on A4 sheets, each clearly marked with your name and single sided.

Please e-mail your completed application form in Microsoft Word format to recruitment@kingsfund.org.uk **using your own name as its file-name** (e.g. John Smith.doc) before attaching it to your email, and **show the job title as the subject heading of your email**. If you are submitting a hard copy (although email is preferred), address it to the HR Department, The King's Fund, 11-13 Cavendish Square, London W1G 0AN. Applications received after the closing date will not be considered.

If you require assistance or have any queries regarding the completion of the application form, please contact The King's Fund HR Department on 020 7307 2400.

OTHER INFORMATION

Please note that all offers of appointment made by The King's Fund are subject to medical clearance. Therefore, if your application is successful you will be asked to complete a health questionnaire at the time you receive a written offer of appointment. The questionnaire is confidential and only seen by our Occupational Health provider.

* **unless stated otherwise on our website**

The King's Fund
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