**Linx Application Form & Guidance for Applicants**

**Guidance on completing your application form**

Your application form plays a key part in deciding if you are invited to an interview. The shortlisting panel will measure it against the person specification and/or job description, and decide who to interview based on the information you provide on your form.

To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided as CVs will not be accepted **other than for Youth Work Apprentice posts**. We will require you to account for any gaps or anomalies in your application.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. If you are applying for posts within Linx which may bring you into direct or indirect contact vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school.

**Points to remember**

* Take your time and complete the form as fully and as accurately as you can;
* Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these;
* Don't leave out any relevant experience, skills or knowledge that you have - however you gained it;
* If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read;
* Please do not send in your CV. It will not be accepted, **other than for Youth Work Apprentice posts.**
* You should complete all sections in black ink or electronically.

**Data Protection 1998**

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.