

Application for Post of Finance Assistant

Guidance Notes for Applicants for completing the Application Form

Please read these notes carefully – they are to help you make the best of your application

1. The form should be downloaded from the internet and completed as a word document. You may add rows to the tables within the application form and continue on additional sheets but please do not delete any rows/columns or change any of the information asked for. **Candidates who do not complete the application form correctly may be disqualified from the process.**
2. **Please do not send in your Curriculum Vitae** as these will not be given any consideration.
3. One of your references should be your present or most recent employer. If you have not been employed or been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

Please note that referees will be contacted prior to interview unless candidates indicate otherwise on the appropriate part of the Application Form.

4. The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work that you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, voluntary or paid, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail. In particular, the Panel will assess your commitment to and understanding of Diversity & Equal Opportunities.
7. If you are related to any members of staff, committee members, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not be detrimental necessarily to your application.

8. Once you have completed the application form please save as a word or as a PDF document and e-mail to edavidson@knowes.org. An acknowledgement email will be sent upon receipt of your application. If you have not received an acknowledgement within three days please telephone Knowes on 01389 877752 Ext 4 and ask to speak to Maureen MacConnell or Erica Davidson. The closing date for receipt of applications is 12 noon on Friday 29th March 2019. Applications received after this time will not be considered. Please ensure you leave yourself sufficient time to email your application to us.
9. If you are called for interview you will be required to complete a confidential Criminal Conviction Declaration Form.
10. A Disclosure Scotland check will be conducted for the successful candidate. Proof of qualifications and proof of identity (passport, up to date driving licence or recent bill will be accepted) will be required for your Disclosure Scotland check.