



*Youth in service to Cambodia*

## **GUIDANCE NOTES FOR JOB APPLICANTS**

Please *complete all sections* of the application form to the best of your ability, and only attach additional sheets when you have run out of space. Please do not attach pages from your CV as these will not be considered.

### **Equality of Opportunity**

The use of our own application form rather than individual CVs helps to ensure equality of opportunity during the selection process. As a result therefore, please note that any CVs received will be ignored.

Any applications received after the closing deadline will be disregarded.

Included in the application pack is an Equal Opportunities Monitoring Form. This form is designed to help us monitor our recruitment processes and practice. This form is only for monitoring purposes and is removed before the selection process begins. *The information provided in this form will not affect your application.*

### **Present / Most Recent Employment**

Please provide details here of your current or most recent job. You should give your job title, the date you started the job and the date you finished (unless this is your current job in which case you may leave the finish date blank), and you should show what the salary is for your current job (or was if you are no longer employed). You should also briefly describe your main responsibilities. In particular you should try to highlight any responsibilities you have /had in the job which are similar to those outlined in the job information you have received from Youth Star.

### **Previous Employment**

Here you should tell us about all of the jobs you have previously done. Do not include your current / most recent job which you have already detailed on page 1. You should give the jobs in date order, starting with the most recent first. It is important that you give your start and finish dates for each job so that we can tell how much experience you have. You should give your job title and highlight your main responsibilities. You should also tell us why you left each job. If you run out of room on the application form you may continue on a separate sheet of A4 paper and attach it securely.

### **Education and Qualifications.**

Please provide details here on the schools you have attended and the qualifications that you have. Please tell us also of any courses / studying that you are currently doing but which you have not yet completed or taken exams in. You should tell us the name of the course / qualification e.g. BA Economics and then tell us the grade you obtained and the year in which your qualification was awarded e.g. 2:1, 1998

### **Training.**

Please tell us about any training you have done which is *relevant* to the job you are applying for with Youth Star. Please tell us whether you received a certificate for completing the course by putting Yes or No in the end column.

### **Other Experience**

Please tell us about any other relevant experience you have and give details for any period of time in which you were not either in full time work or education. For example you may have spent some time unemployed or at home caring for children.

### **Information in Support of Your Application**

This is your opportunity to tell us why we should consider you for the job you have applied for.

Please tell us why you are applying for this job and explain how you meet the person specification (the requirements of the job which Youth Star has provided). Pay particular emphasis to the essential criteria for the post, ensuring that you give evidence and examples of how your skills, knowledge, and experience meet these requirements. *For example:*

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• <i>Excellent verbal and written communication skills in both English and Khmer</i></li> </ul>	

*You might say something like: My English Language skills are very good. I can speak English fluently and regularly attend meetings in my current job which are conducted in English. I have a good written English ability too and in my current job I am required to prepare reports in both Khmer and English for use inside the organisation and to external funding agencies.*

You should try to tell us how you meet as many of the criteria for the job as possible. If you run out of space on the form please continue on a separate A4 sheet to a maximum of 1 further.

**We will only interview candidates who meet the essential criteria for the job so it is very important that you complete this section well.**

### **Medical History**

In this section we ask you to tell us about any significant health problems that you have or have suffered from before. We need to know about current health conditions and ones you have previously suffered from. We also ask you tell us how many days work you have missed during the past year as a result of sickness or injury.

### **Concurrent Employment**

Youth Star Cambodia requires its staff to be flexible in their hours and patterns of working. We seek to ensure, however, that no member of staff is over burdened. In addition to this we want to make sure that staff have enough time and energy to do their jobs properly. That is why we ask you to give details of any other work that you would continue to do if you were working for Youth Star. You should sign part 1 on the application form if the job with Youth Star would be your only job, or complete part 2 if you have other jobs which you would carry on doing.

If you do have other jobs, your application to Youth Star will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you.

### **References**

A minimum of three references are required. One of the references must be your current or most recent employer. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college, or university. If in the person specification, previous experience of working with young people is an essential criteria, at least one referee must be someone who has supervised you in a similar role. Please make sure you tell us how you know the referee e.g. *my manager between 2001 to 2004 I have known her for 5 years*

### **Declaration**

When you have completed the application form please sign the declaration. You are signing to say that the information you have provided is true. If you are offered the job with Youth Star and we later find out that any of the information you provided was not true we may dismiss you from the job.

### **Confidentiality**

All the information you give will be kept confidential. This means that only Youth Star staff involved in assessing your application will read it and it will not be discussed outside of the organisation.