

Mind in Harrow

**First Floor, 132 - 134 College Road, Harrow,
Middlesex, HA1 1BQ**

IMPORTANT-PLEASE READ GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Person Specification

As part of our Equalities Recruitment Policy, all applications will be assessed based on the criteria in the Person Specification section, which follows the Job Description. Please read this carefully, as it provides all the knowledge, skills and experience required.

Completing the Form

Through filling out the application form, you will need to demonstrate that you meet each of the essential and ideally desirable Person Specification selection criteria in the **Supporting Statement** section. Draw particular attention to knowledge, skills, experience and achievements gained in past employment, including community/voluntary work.

Give examples of the work you have been involved in and write in a positive way (eg I was responsible for... I organised...).

It would be useful for the shortlisters if you used headings in the Supporting Statement for each criterion listed in the same order as the Person Specification section and demonstrate with evidence or an example how you feel you meet each requirement.

The important thing is to tell us – panels will not guess or make assumptions.