

Tips for Candidates

We're thrilled that you are interested in joining us! Please take a moment to read the information on this page in order to gain a better understanding of the Wales Co-operative Centre as an employer, and what we look for when we recruit new colleagues.

The Application Form

We use a standard application form, which has been carefully designed in order to get the most relevant and useful information from all applicants. We do not accept CVs for employed positions.

We use a competency based approach to recruitment. This means that throughout the recruitment process you will be assessed against the knowledge, skills, experience and behaviours that we consider necessary to do the job. This approach starts from the application stage.

Here are a few tips to help you submit the best application possible:

- Complete all parts of the application form wherever possible. If you think some parts do not apply to you write N/A (not applicable) in the spaces provided for your answer.
- It is preferable to complete your application form using a computer. However, if this is not possible, please ensure that you write in black ink and that your handwriting is clear and legible. Please email applications to recruitment@wales.coop or post to: Wales Co-operative Centre, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX.
- Ensure that the information you provide is clear, concise, relevant to the job you are applying for and easily understood (if you have to use jargon or acronyms, please explain what they mean!)
- Read the job description so that you have a clear understanding of the duties associated with the role and highlight on your application form where you have done these duties, or similar duties, previously.
- Read the person specification so that you have a clear understanding of the knowledge, skills, experience and behaviours we are looking for in an applicant. The person specification will instruct you to highlight on your application form how you demonstrate the criteria listed.
- **The supporting statement is a critical part of the application form.** This is your opportunity to demonstrate how you meet the criteria in section 1 of the person specification. You can refer to experiences at work, home, school, in leisure activities or voluntary work. It is helpful to the panel if you are very specific about how you meet the

required criteria – either by using the criteria as headings to each paragraph with an explanation or evidence beneath, or by referencing the criteria in your supporting statement by using the criteria numbers (1.1, 1.2, 1.3 etc). Examples should be provided wherever possible. Please restrict your supporting statement to a maximum of 3 sides of A4.

The Application Form contains a Diversity Monitoring form which is kept separate from the application form and is not referred to during the recruitment process. All information given in this form will be treated as strictly confidential and will be used solely for the purposes of monitoring the recruitment and selection processes to ensure that all people, regardless of their circumstances, have equal access to job opportunities inside the organisation.

Applying for More than One Job

If you wish to apply for more than one job, you must send separate applications for each job, ensuring that your supporting statement is tailored to meet the specific criteria set out in the relevant person specification for each.

Questions?

Please feel free to get in touch.