

How to make a good application

We suggest you read these notes carefully, as they have been written to help you to make the most of your application. The decision to shortlist you for the interview will be based on the information you provide.

1. Clearly state the role you are applying for.
2. Read through each section of your CV and application carefully. You may find it helpful to do a rough draft first.
3. You should present your CV in a well organised and positive way. Use active words such as I planned/organised etc.
4. The Supplementary Information section of the application is important because in it you can make your case for the job. Do not forget skills and experience which you may have gained from domestic responsibilities, or in organising social and community events or voluntary work.
5. Do not submit the same application for all jobs. Look at the requirements listed on the person specification relevant to each post.
6. References. When an offer of employment is made, references will be requested from your present employer, and also with your employer previous to that. If you have had only one employer, please name somebody of appropriate status who can also give an opinion on your suitability for the post. If you have never worked before, please name two persons of appropriate status. We will only take up references after you have given us your authority to do so.
7. When completed, read through your application carefully, checking for errors or omissions. Make certain of the closing date quoted, and ensure your application is sent in plenty of time.
8. If you are not a national of the UK or EEU, please indicate this in the Supplementary Information section.

Applications received after the published closing date will not be considered.

The CV and application should be returned to: jobs@theppp.org.uk

Thank you for your interest in working for the PPP Ltd