

## Green Party of England & Wales – Job Application Guidelines

This document provides guidance for applicants on how to apply for a vacancy at the Green Party of England and Wales (GPEW).

GPEW is an equal opportunities employer and we aim to treat every applicant fairly. Equal Employment Opportunity forms are separated from applications and held confidentially by Human Resources. Application forms are de-identified before being provided to the selection panel. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care and honesty.

Below are some tips to assist you in preparing your application:

- Research the Green Party beforehand. This will help you think more widely about what we do, how the role you are applying for fits in, and what we look for in our staff.
- After reading the job description and person specification, consider to what extent you have the skills and experience necessary to meet the requirements of the post.
- Ensure you complete all sections of the application form.
- Your 'current employment' and 'employment history' sections give you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
- Under the section 'education and qualifications', briefly outline any further and higher educational qualifications you have achieved. You should also mention other qualifications or training relevant to the post you are applying for. Please do not include any dates.
- The 'personal statement' section is the most important part of your application and should be used to tell us how closely you meet each requirement in the person specification. You should provide clear and concise examples – you may like to use the 'STAR' technique to do this (look this up online).
- Provide examples of things that you have done personally, rather than referring to work done by your department or team.
- Ensure that your completed application form is returned by the date and time stated on the job advert to the email address specified on the job description & person specification.
- Please do not include any additional attachments, such as CVs, references or photocopies of your qualifications.

If you are shortlisted for interview, the HR & Office Manager will contact you by telephone or email. Further details of the interview process will be given at this time.

Good luck with your application.