

Mind in Harrow

IMPORTANT-PLEASE READ GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION

Person Specification

In accordance with 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 details all the knowledge, skills and experience required.

Completing your application

In your accompanying supporting statement you will need to **demonstrate that you meet each of the essential and ideally desirable Person Specification selection criteria**. 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.*

A template format is provided in a Word document, but we can accept supporting statements in pdf or email also.

How we process the information you provide

Mind in Harrow will treat your personal information as confidential. Your personal details will not be given to anyone else without your prior consent, except where the law allows, and will not be sold to anyone. We will keep your electronic and/or paper records for reference in order to process your application and for audit purposes for as long as legally required. If your application contains sensitive personal information about you, we will ensure these have the right level of security. Please contact us or see our website for details for our Privacy Policy, which can be viewed at <http://www.mindinharrow.org.uk/privacy-statement.asp#> .

Please return your CV and Supporting Statement to:

info@mindinharrow.org.uk

or by post to: Recruitment Admin, Mind in Harrow,
132-134 College Road, Harrow, Middlesex, HA1 1BQ