

Sutton Mental Health Foundation

Guidance for completing the application forms



The information gathered in the application form is used to select candidates for interview; we will not consider any other information, so please do not send CVs.

The application form should be completed clearly; it is easiest to read if this is typed and in black ink, but this is not essential.

You can return your form to us either by email, post, or in person, but it should be no later than the closing date specified on the job advert.

Please include a telephone number where you can be reached during the day and evenings. If shortlisted, we will be calling to invite you to an interview; the proposed interview dates are listed on the job advert.

A copy of the job description and person specification are available from our website – please keep these, and a copy of your completed form, as you may need to refer to them if you are called for an interview.

If you would prefer a paper copy of the job pack please call 020 8770 0172 or email admin@smhf.org.uk.

Filling out the form

The job description explains what the job will involve; the person specification outlines the abilities, skills, knowledge and experience necessary to carry out the job.

Please read the person specification carefully and fill in your application form to show how you meet the requirements for each point. Your selection for interview will depend on how well you meet these criteria. You may find it easiest to list and address each item in turn, in your supporting statement.

When outlining your additional skills and training, there is no need to include a CV or repeat your work history. Include things such as work courses, computer training or language skills, for example. You also may wish to highlight work or interpersonal skills not apparent from your employment history. Pick out those aspects of your experience that are relevant to this job and explain how your ability, skills or knowledge match those required in the person specification.

Remember to consider experience in previous work and relevant experience outside paid work which may have been gained at home, in the community or through voluntary, leisure, or college activities.

Give examples where you can, to evidence how you fulfil the criteria.

Equal Opportunities Form

Please return this with your application form

Returning Your Forms

We prefer to receive applications by email (electronic signature or scanned copies) but are happy to receive and do not penalise applicants for returning applications that are hand-written. Please put the title of the job/s you are applying for in the email header or on the envelope.

Please return to:

Sutton Mental Health Foundation,
63 Downs Road,
Belmont,
Sutton
Surrey SM2 5NR

Email: admin@smhf.org.uk

Good luck! If you need help completing the application form, please contact us on 020 8770 0172