

**Welcome to Team Fostering**. We are an ethical, not for profit, independent fostering agency committed to delivering the best possible outcomes for children. To help us do this we want to recruit high quality applicants who share our values and vision.

These brief notes will hopefully make our application process easier as well as helping you to make your application stand out from the rest.

* Remember the main purpose of the application form is to detail your experience, job history and suitability for the post. In other words, why you are the best person for this job?
* Find out about Team Fostering – there is lots of information on our website. If a contact name is provided, do ring them and ask for more information about the job you are applying for.
* Allow time to read the Job Description. The Job Description will describe the role and responsibilities as well as listing the duties you will be expected to carry out if you are appointed to the role. Please remember to include information relating to how you are able to meet the job requirements on your application form.
* Carefully consider the Person Specification. The Person Specification will outline the skills, knowledge and experience required to do the job. Try to demonstrate how you meet these requirements with clear examples on your application form.
* When filling in your application form put your most recent position/ work experience/ qualifications first. You must also specify the reason for leaving.
* If you have gaps in your employment, please provide a brief explanation. If you are invited to interview you may be asked for further information.
* The shortlisting panel will decide if you will be shortlisted to attend an interview based on your answers within your application form, so it is important that your answers provide information relating to the job requirements outlined in the Job Description and Person Specification.
* Remember that the experience gained through voluntary work, personal development, a relevant hobby, internship or other activities is also valid. So, if it’s relevant experience, include it in your application form.
* Always proof read your application, or ask someone else to do this, before hitting the “send” button. Don’t forget to check for spelling and grammatical errors.
* Keep an eye on the closing date. You have put a lot of work into your application so make sure your efforts are not wasted by submitting your application after the stated closing date.
* Finally remember to submit both your **application form** and **equal opportunities monitoring form.**

**Thank you for your interest in working at Team Fostering.**