

**Tips for completing a Thrive Job Application**

At Thrive our ethos is centred on enabling, supporting and empowering people, and that includes our staff. With this in mind we’ve pulled together some helpful advice and tips on how to complete a job application for a vacancy at Thrive. We want to assess people at their best so we can get a true understanding of suitability to the role and to our organisation.

**The basics**

It sounds simple but these basic things really do make a difference to your application.

* Complete the application in full paying particular attention to job history and dates. Don’t leave dates empty – if you have a gap in your employment please tell us about this, it won’t affect our assessment
* Check your spelling and grammar
* Ensure that your application is presented well electronically. We assess applications overall for Computer literacy and use of Microsoft office

**Understanding of domestic abuse**

Our application form asks about your understanding of domestic abuse and its impact on women, children and families. We want to ensure that we employ people who have at least a basic understanding of domestic abuse, so that they can fit within the culture and values of our organisation.

* **DON’T** discount or rush these questions – they do form part of our assessment
* **DON’T** copy or plagiarise from online content or our website
* **DO** research the topic (if required) and form your own conclusion

**Personal statement – the really important bit!**

Your personal statement will be marked by a group of assessors (at least two people) independently against the person specification of the role. The person specification is always the last document within the advertised job pack and will contain a set of essential and desired criteria.

* **DO** ensure that you meet the essential criteria in particular the level of experience required for the role. Applications which do not meet the required level of experience will not be assessed further
* **DO** tailor your application providing detail and an example for each requirement within the person specification.

For example it is not sufficient to say “I am a good team player”. To score most points you will provide us with an example of time where you worked as part of a team and what the outcome was.

* **DO** cover each requirement of the person specification
* **DO** include headings and make it easy for the assessor to see which requirement within the person specification you are relating to
* A few sentences is not sufficient length for a personal statement. A good statement will provide all the level of detail we need but will be clear and concise – roughly 2 A4 pages.

**Lived experience**

We welcome applications from people who have experienced domestic abuse but please remember that you are still required to meet the job criteria as per the person specification.

**Contact point**

Our job packs always contains a contact point for further information. If you want to find out more about the role or check your suitability please use the contact information provided.

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