

The Millers 'Homes for Children' Ltd

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Dear Applicant

Thank you for your interest in our organisation. We enclose some information about our work and the employee benefits we offer. We also enclose a job description for the position you are interested in together with an application form.

Completing the Application Form

The way you complete our application form is very important; when we read your form for the first time we will be developing an initial impression about your suitability for the vacancy. That is why we ask you to complete all the sections of the form.

The following advice is designed to help you, particularly if you do not have experience of completing application forms.

Overall Presentation

- Carefully read through the application form before starting to complete it.
- Some people find it useful to take a copy of the blank form and fill in a rough copy as practice.
- Make sure you have completed all sections of the form. We will not be able to proceed with application forms that are incomplete.
- Take a copy of your completed form or keep your rough copy so that you can remember what you have written.
- Please remember to include the name and address of your current or most recent employer plus another employment reference and the name and address of someone we can contact for a personal reference (not related to you).

Personal Statement

We consider this to be a very important section of the application form as it gives you an opportunity to tell us more about yourself and why you are applying for this particular job. To help you further:

- Try to use all the information we have provided, e.g. advertisement, job description, details about The Millers 'Homes for Children' Ltd and its services.
- Include your experience and personal qualities
- Tell us why you believe you are right for the job
- Include any knowledge you have gained in either paid, voluntary work or leisure time courses that you feel are particularly relevant to the vacancy.

When you return your completed application form, please enclose 1 passport sized photo, signed on the back.

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