Tips for applying for jobs with York Mind

Have a look on our website www.yorkmind.org.uk to get a feel for who we are and what we do; Read the job description and person specification carefully; Use the person specification as a check list to identify how your experiences match with the skills that we are looking for; Read through the job application form and carefully follow any instructions given under each section of the application form.

WRITE - If you have any accessibility needs, then let us know as soon as possible; Wherever possible try to word process your application as it will be easier for you to make any changes if necessary; remember CV's are not accepted. If you do chose to produce a hand written application this should be clearly written using black ink; Produce multiple drafts of your application form until you are completely happy with your response to each section; Check your application for spelling and grammatical errors; Keep a copy of your completed application form.

INCLUDE - Our application form is broken down into a number of sections so ensure you have completed each section. The 'relevant experience' section forms the bulk of the form, carefully re- read the person specification when completing this section as this will provide you with information about what York Mind is looking for in terms of essential and desirable skills, knowledge and experience; Be concise in your answers, you have a limited amount of space on the application form.

SEND - If sending a hand written application ensure your handwriting is legible, this includes the envelope; If posting your application form, remember to address and package your application according to instructions and make sure you use sufficient postage; If you are emailing your form to us, it is a good idea to submit it shortly before the deadline just in case there are computer issues which may leave you in a position where you are unable to submit your application.

Good luck with your application!