

## **HAFAN CYMRU APPLICATION GUIDELINES**

### **PLEASE CAREFULLY READ ALL INFORMATION SUPPLIED**

Dear Applicant,

Thank you for your interest in a staff vacancy with Hafan Cymru. Would you please complete the three sections of the application form. **All** forms need to be completed by the **closing date** and returned to the address below, or emailed to [recruitment@hafancymru.co.uk](mailto:recruitment@hafancymru.co.uk).

**Recruitment Administration Team,  
Hafan Cymru,  
5-6 Queen Street  
Carmarthen  
Carmarthenshire  
SA31 1JR**

**Section 1: Hafan Cymru staff application form:** This form provides your personal details, references.

**Section 2: Competency based application form** the information supplied on this form is used to make a decision as to whether you will be short listed for the next stage of the recruitment process.

**Section 3: Equal opportunities recruitment monitoring form.** This form is used to monitor the effectiveness of our equal opportunities policy and is not part of our selection procedure.

### **How to complete Section 2 - The competency based application form.**

Hafan cymru's competency framework reflects our organisational culture – “the way we do things here”. It has been developed in conjunction with staff across the organisation, and designed to contribute positively to our organisation's success.

The framework includes eight core competencies which apply to all roles in the organisation:

- A. Empowering customers
- B. Respect and Diversity
- C. Working in Partnerships
- D. Communication
- E. Responsibility & accountability

- F. Innovation, learning & creativity
- G. Big picture thinking
- H. Embracing change

There are also two additional competencies which only apply to some roles:

- I. Management & leadership
- J. Professional & technical expertise

By setting out 'how' we do things, the competency framework encourages all staff to display the behaviours that enable us to provide a high class service and continue to move the organisation forward.

You will find attached a **job description and person specification**, which outlines the responsibilities of the role, the major tasks and activities, attainments and behaviours that are required. Please read carefully before completing your competency based application form. The form requires you to demonstrate supportive relevant behaviours to the role you are applying for.

Refer to your job description and competencies to provide evidence for the behaviours listed in the role profile. Under each behaviour you will need to provide example(s) that you have the skills, knowledge and experience necessary to do the job. We cannot make assumptions about your depth of experience, and it is not sufficient simply to state that you fulfil certain criteria.

Remember that voluntary work or work at home is as valuable as employment.

***Example: Communication***

*It is not sufficient to just state 'I am good at communicating'. You will need to describe a situation in which you have had to use your communication skills, giving details on how you did this, why, how any problems were resolved and the outcome.*

Please try and make your response relevant to the post that you are applying for.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of a disability. If you require the application form in another Format such as large print, please contact the department detailed above.

When asked for relevant qualifications for the job please be specific, we only want to know your qualifications obtained that are outlined in the person specification.

You will be contacted after the short-listing process has been completed  
Thank you for the interest you have shown.

Human Resources Manager