

Guidance Notes for Candidates

Before you start to complete the application form, you are advised to read the information that has been included in these guidance notes.

The job description lists the main duties and key tasks of the post. The person specification describes the qualifications, experience, knowledge, skills and the personal attributes which the job holder needs to carry out the duties of the post. It is against these criteria that your application will be assessed.

Provide only the information asked for in each section of the application form. Do not substitute a CV for any or all of the application form, as it will not be considered. CVs will only be considered for posts that clearly specify a CV.

On the 4th page of the application form you are asked to demonstrate how you meet the requirements of the person specification and what makes you suitable for the position. You are particularly asked to outline any experience you have in the financial or pensions sector and why you are interested in joining the organisation. Do not simply reproduce information you have used in other applications but target your application to the information required by the person specification.

It is not enough to say that you meet the requirements of the person specification. You should demonstrate with clear examples how you meet the requirements of the post. If you do not tell us, we are unable to make assumptions about your experience. Please try and do this in around 350 words. You will not be penalised for exceeding the recommended word count.

In describing your experience you may draw widely, where appropriate, from e.g. employment, voluntary or community work or training but not from your educational study.

We ask you to address the main heading of each section of the person specification. We do not expect you to cover every point.

Please use black ink and block capitals to complete the application form. It should be completed as accurately and clearly as possible.

You can complete the application form on-line typing in your details and returning the form to tanya.ramen@ppf.gsi.gov.uk or completing the form by hand and posting to:
The Human Resources Department, The Pension Protection Fund, Knollys House, 17 Addiscombe Road, Croydon, CRO 6SR.

Please let us know if you need assistance in completing the form because of any disability and we will be pleased to advise.

Please note the closing date by which completed application forms must be received by the Organisation. Applications posted the night before often do not reach us in time to be included for consideration. Proof of posting is not proof of delivery.