

GUIDANCE ON COMPLETING YOUR MATERNITY VOICES PARTNERSHIP CHAIR APPLICATION FORM

Your application form is the first step in the Chair recruitment process. It is essential to complete it to the best of your ability, as it forms the first impression of your application.

The guidance below may be of help in completing your application form.

- Read through the application form and supporting materials you receive - The Job Specification and further information about Healthwatch Rochdale and the Maternity Voices Partnership can be found by visiting www.healthwatchrochdale.org.uk
- Complete all sections of the application form
- Word process on to the form or write clearly in black ink
- Any extra pages should be marked clearly with your name
- Take your time as this will be the main information used to decide whether you will be selected for further consideration as the Chair for the Maternity Voices Partnership role
- **Ensure you return your application by the deadline date: 12 Noon on Monday 10th May. Interviews will take place on the 14th May 2021**
- Before sending re-read your whole application and even ask someone (friend or family member) to read before you submit
- Keep a copy to refer to if shortlisted for the interview

We are unable to consider applications that:

- are incomplete
- show no evidence of knowledge, skills or experience required for the role
- do not provide details of references
- are received after the closing date
- are from a person who is barred from working with children or vulnerable adults

If you are uncertain of anything relating to your application, please contact Healthwatch Rochdale. Tel: 01706 249 575 Email: volunteer@healthwatchrochdale.org.uk

Finally

Thank you for considering the role of Chair for the Rochdale and Oldham Maternity Voices Partnership and we look forward to receiving your application form.