**Guidance notes for filling out an application form for service user representative/project advisor**

Name of organisation

**Previous experience**

Please do tell us what experience you have had working with different groups, committees, health service user involvement or research. Whatever your involvement, it means you have some experience to share with us.

Please give as much detail about this as you can.

**Why you would like to be a service user representative/project advisor?**

Your interest in mental health and research is important to us. Please do say what areas you have an interest in and if you have a specialist interest and or knowledge in a particular area of mental health research – eg psychosis, personality disorder, depression.

You do not have to be an expert in anything to apply to join us (although it is a bonus!). We are interested in what interests you and we can support you to develop your knowledge and skills further. It may be that you are interested in a certain area of the research process – do say. Whatever grabs you, we would like to hear about it.

**Person specification**

Go through each point and say on the application form how you meet each area of the person specification. For example, being trustworthy is important in this area as you may be handling sensitive information about people or a project that is confidential.

Describe what situations you have been in that required you to be trustworthy. For example, being on a committee of a local charity or voluntary group, or in paid voluntary work.

If you have done voluntary or paid work, were you always reliable? Explain why. Even if you did part-time work somewhere, turning up each day on time most of the year is an indication of reliability.

Finally … informal phone calls to find out more abut the role of service user representative/project advisor are encouraged. Good luck!