

GUIDELINES FOR COMPLETING AN APPLICATION FORM

Please read these notes carefully before completing your application.

- Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities and circumstances required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet. Applicants who appear to meet all the essential criteria will be considered for shortlisting and interview.
- In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough. It is suggested that you use the selection criteria as headings, in the order that they appear on the person specification, to make sure that you address each criterion in turn.
- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work.
- Please do not submit a CV as it will not be read, and will not be used for shortlisting.
- The application form should either be typed or written legibly in black ink as the form will be photocopied. Please check that each part of the application has been completed before returning it to us. We accept emailed and posted application forms provided they are returned no later than the closing date. If you return your application form electronically and have not signed and dated the declaration, you will be expected to sign it if you are invited to attend an interview.