

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Most people fail to be shortlisted because they do not complete the application form in a way which demonstrates that they meet the requirements of the job.

To increase your chances of being invited to interview it is worth taking note of the following tips.

- Read any all information provided in the application pack thoroughly before completing the application form – it's there to help you!
- Do not send CV's with your application form. We will disregard them.
- Complete the form in black ink – other colours do not photocopy well. Don't send your application via fax (again, difficult to copy clearly and sometimes pages go astray).
- Make sure we can read your application! If your handwriting is difficult to read, use capital letters or type it up and paste onto the application form.
- Prepare a rough draft first to avoid mistakes, crossings out and repetition.
- Part 9 – Job suitability. This is one of the most important sections of the application form. Ignore the person specification at your peril! The person specification highlights the essential and desirable skills, qualities, knowledge, qualifications and experience required to do the job. We will be assessing all applications against these criteria. Please make sure that you address the criteria, in order, clearly demonstrating to the panel how far you meet the requirements of the position in terms of knowledge, Skills, experience, qualifications etc. The best way to demonstrate that you meet each criteria is by giving examples. (For instance, do not just say that you are committed to equal opportunities – give a brief example of how you have demonstrated your commitment to equal opportunities.)
- Feel free to use continuation sheets if you require more space. Please make sure they are clearly labelled with your name and the job reference number.
- Make sure that you have signed and dated the application form and return it with the equal opportunities monitoring form. You should only return the declaration of criminal convictions and cautions if you have ticked 'yes' in Part 3 of the application form. If you have no criminal convictions or cautions, please do not return this form.
- Make sure that your application is returned by the closing date and time as we will not consider late applications. If interview dates are stated, please consult your diary to ensure that you will be available should you be shortlisted.