

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please read these notes carefully. They have been written to help you make the best of your application. The decision to short list you for interview will be based on the information you provide on the application form specifically around the person specification.

1. The form should be completed in black ink or typed for photocopying purposes. You may reproduce the form on a word processor if you wish to.
2. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
3. The enclosed Person Specification criteria describes the skills, knowledge and experience which you will need in order to do the job as described in the job description. You should address each item of the criteria in turn. *THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB.* Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess which are relevant to the job. Do not forget skills and experience that you may have gained outside full-time paid work. If you have been out of paid employment for a long period, or have never been employed, your job history may be less important than some of the responsibilities and experience which you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time, or be active in a trade union.
4. Write out your form in a brief, well organised and positive way. Use active words like "I plan" or "I organised" and so on.
5. Regarding references, we may take up references with any of your previous employers. Please therefore provide full details of names, addresses and contact names for each employer in the past 10 years in the employment section. Referees will only be taken up after interview.
6. Please complete and return the equal opportunities monitoring sheet in addition to the application form.
7. Criminal Conviction - if you are shortlisted you would be required to complete a declaration form in respect of criminal convictions. The possession of previous convictions will not necessarily be a bar to employment.