



## **GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM**

- i) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the job description and person specification and which are regarded as essential in order to work effectively in post.
- ii) Your application form should provide us with as much relevant information as possible, in as clear and concise a manner as possible.
- iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.
- iv) Section 4 of the form asks for relevant education, training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job.
- v) Section 7, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.

If you do not use headings provided, the interview panel may have difficulty in determining your suitability for the post.

### **A Note about CVs**

- vi) You are welcome to attach your CV but without an accompanying (completed) application form, it will **NOT** be considered. You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job. Unfortunately writing 'see CV', or words to the effect, on the relevant areas of the Application Form is not acceptable and will result in your application not being considered for short-listing.
- vii) If a covering letter is requested please include one. This is your opportunity to tell us why you want the job and highlight briefly any key points that you think we should consider.