



We are fortunate to receive many applications for vacancies and we strongly advise all applicants to read these guidance notes before completing the application form.

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 enclosed 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. You should not assume that the interview panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.
- 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) We do not need a full account of your education, training and qualifications but please mention qualifications and/or training which are necessary or relevant (if any) to the job.
- v) Your Supporting 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 the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.

- vi) Curricula Vitae (CVs) will **NOT** be accepted. 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.