



GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

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

- Read all of the information provided in the application pack thoroughly before completing the application form – it's there to help you!
- Do not send CVs with your application form. We will disregard them.
- Complete the form in your own handwriting. Applications that are typed or written in capitals will not be considered. (If there is any reason that makes it difficult for you to handwrite your application then please let us know and an exception may be made.)
- Please only use black ink – other colours do not photocopy well. Again, if your form is filled in with anything other than black ink, it will not be considered.
- Don't send your application via fax (it makes it difficult to copy clearly and sometimes pages go astray.)
- Prepare a rough draft first to avoid mistakes, crossings out and repetition.
- Part 5 – Job suitability. This is one of the most important sections of 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 so ignore the person and job specifications at your peril!

The specifications highlight 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 example, 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 title.
- Make sure that you have signed and dated the application form and return it with the equal opportunities monitoring 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.