

NOTES ON COMPLETING THE APPLICATION FORM

GUIDANCE NOTES

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If you decide that you want to apply for this post, you must complete this application form. **CVs will not be accepted: if you send a CV, it will not be read.** This is because we want to assess every candidate through the same format.

The application form must be completed in black ink or black typescript. This will help us if any photocopies are needed.

Fill in all sections of the application form. If some parts are not relevant, write 'not applicable' or 'NA' in that space.

Fill in the form as fully as possible. The information you give us in your application is the only information we will use in the short listing process. We cannot make any assumptions about your abilities and do not take account of any previous applications.

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The main part of the application form is the section marked 'Relevant Experience'. You will need to DEMONSTRATE that you have the skills, knowledge and experience necessary to carry out the role, you should aim to show the recruitment panel how you meet each element of the person specification.

- The recruitment panel will be assessing your application by how closely you match the person specification. Even if you feel you match the specification well, you need to demonstrate this to the panel if you are to be shortlisted.
- Use concrete examples to back up what you write (e.g. "I am able to keep records because in my last job, I was responsible for maintaining the sales ledger on a daily basis...") rather than just bald statements (e.g. "I am able to keep records").
- You can use relevant illustrations from your work and personal life, including voluntary or community work.

Good luck with your application