

Guidance notes on completing the application form

The purpose of these notes is to provide you with some guidance on completing the application form.

The person specification enclosed with the details of the post lists the criteria against which the suitability of each candidate for the post will be assessed. The person appointed will be the one who most closely meets the criteria.

General Points

- 1 Please complete the application form electronically or in **black** pen so that it can be photocopied.
- 2 If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

Part A - Personal Details

This section asks for some basic details about yourself all of which will be treated with the utmost confidentiality.

Part B - Education Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or your social life.

Part C - Employment Details

Please include a brief summary of your main duties and responsibilities. Where you have a break in your employment history, please give details about the date and what you were doing at this time e.g. travelling, bringing up a family, studying, unemployed.

Part D - Other information in support of your application

This is your opportunity to give information about your abilities, experience, skills knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) that you believe will demonstrate how you meet the criteria contained in the person specification.

It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete the Part D of the form. Ensure you include how you meet any essential Work Related Circumstances.

It is acceptable to expand any of the boxes in section D or use a continuation sheet.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can.

Please do not submit a CV instead of completing this form