Guidance Notes On Completing Your Application Form.

The information you provide in this application form is the only information we will use in deciding whether or not you will be shortlisted. It is, therefore, very important that you complete the form accurately and include all the information you think is relevant.

The following notes have been designed to help you complete your application form as effectively as possible in order to ensure that it is treated fairly.

1. The application form will be photocopied, so complete it in black ink or type it.

2. Read through each section of the form carefully. You may find it helpful to do a rough draft first.

3. **Section 1 Personal Details**

4. **Section 2 Qualifications**
   Any qualifications relevant to the post should be listed here. You should include any short courses you may have attended to improve knowledge and skills as well as any formal qualifications which may be relevant.

5. **Sections 3&4**
   Self explanatory

6. **Section 5 Employment/Experience**
   It is essential here that you include all relevant work experience that you have had. This may include part-time work, work undertaken on a voluntary basis and any full-time employment.

   A brief outline of the main responsibilities should be listed in the fourth column. Outlining previous work experience and responsibilities often helps to uncover skills which you have taken for granted and are a clear sign of your ability to do the job.

7. **Section 6 References**
   You should provide the names and addresses of two people who know you and who are able to comment on your suitability for the post. One of these must be your most recent employer. References provided by your relatives are not acceptable. Use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

   Make sure that your referees know that you have used their name before we contact them to obtain references.

8. **Section 7 Notice**
   Self explanatory

9. **Section 8 Illness**
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You should let us know about any short or long term medical condition for which you may be receiving treatment or medication or which may affect your work at any time now or in the future. This is to ensure that you are not put in a position or asked to do things which may be detrimental to your health or well-being.

10  Section 9 Background to your application
This section is extremely important, as it is where you make your case out for being considered for the job.

You should read through all the information which has been enclosed with the application form - the job description, the person specification, etc.

Pay particular attention to the person specification as the criteria specified here is what will be used to short list applicants for interview.
It is important to fully describe all qualifications, experience and skills you have which match the requirements of the person specification.

Ensure that the information you provide is well organised and relevant. Give specific examples of the work you have been involved in and write in a positive way. eg. “I was responsible for…….”, “I organised…….”.

Always remember to specify your responsibilities rather than those of your section or department.

11  When you have completed your application form, read it through carefully and check for errors or omissions. Keep a copy for yourself.

12  Remember to sign the application form, and send it well before the closing date. Applications received after the published closing date cannot be considered.

Good luck.