

## Guidance notes on completing your application

### Personal Details Form and Support Needs

Please complete this carefully. This form will be detached from your application form for short-listing purposes.

### Application Form

Read all the information about the job (the covering letter, advertisement, job description and person specification), which is provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write not applicable in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have done any work experience, tell us about the skills and knowledge you have gained from that too.

### Job Requirements

Every job that is advertised is based on a 'person specification' which outlines the skills, knowledge, abilities, experience, qualifications and so on, that you will need for the job. We will assess your application against the person specification. Please make sure that you tell us enough to demonstrate that you do have the necessary experience or skills.

### Supporting Statement

Do not ignore the supporting statement section on the form. It is an important part of the application form because you can tell us about your skills, knowledge, abilities, experience and qualifications. You should list every point of the person specification (essential and desirable criteria), and next to each point give a specific example which shows that you have the required skills, experience, knowledge etc. and how you have used it. You should describe what you can do

and how you have done it in your current or previous job(s). Make sure the information you give us is clear, precise and easy to understand. You may continue your supporting statement on additional sheets. However, your total supporting statement should be no more than three sides of A4 paper, using 12 point font.

### Equal opportunities

Remember to fill in the Equal Opportunities Monitoring Form. This helps us assess whether our policies ensure equality of opportunity and fair participation for all. We will not use the information that you give us when we decide who will get the job. We remove the monitoring form from the application pack when we get it and process it separately. People who are involved with short-listing and interviews will not see the monitoring forms.

### Contact with us

Make sure that you send the application form to us on time. We will not consider any application that we receive after the closing date. Make sure you are free on any interview date. We are unlikely to be able to arrange another interview for you. If we want you to come for an interview, we will aim to contact you five days before the interview date.

### References

One referee must be your current or most recent employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor or a person within the Human resources department within the organisation/company. We will not accept personal references.