

## GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

- i) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Job and Person Specifications and which are regarded as essential in order to work effectively in post.
- ii) Your application form should provide us with as much relevant information as possible.
- iii) Please complete all sections of the form. If submitting a handwritten form please write as clearly as possible.
- iv) Section 4 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are relevant to the job.
- v) Section 7, Additional Information, is the most important part of the form. You should refer to the Job and Person Specifications and Job Description and provide detailed information so we can make an assessment of your suitability.
- vi) You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the requirements of the job.