

Guidance notes: completing your Application Form

Please read before completing your form.

Recruitment Policy

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria, and every effort is made to give them an equal opportunity.

You will find enclosed with your application form the job description. This describes the post in detail so that job applicants are clear about the competencies required. The job description also identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively.

The Application Form

- Please type or fill in your form in black ink so that we can photocopy it. Your application form is critical to our decision as to whether you will be invited for an interview. Please ensure that you complete it in full.
- Make several photocopies of the form so that you can prepare a number of drafts in rough.
- Your answers need to include evidence from all aspects of your life — academic, work experience, personal achievements, societies and sport, providing specific examples to strengthen your case.
- Check dates and make sure that you have provided all of the information required.
- When describing your qualities and experience, you must refer to the job statement and give as much information as you can about why you think you are suitable for the job. You should give clear examples to illustrate each point. You can use additional sheets of paper as necessary, but make sure that they are securely attached to your application form.
- When providing references, please give details of two people (not related to you) who can give a reference for you. One should be your present or most recent employer.
- If you require special facilities at your interview, or during employment, please give details on the form. Every effort will be made to meet your requirements.
- Please make sure that you complete the equal opportunities monitoring form. This will be detached from your application form and will not be seen by the people who shortlist for the vacant post.
- All information received through your application form will be treated in strict confidence and used for the purposes of recruitment only.