



GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

APPLYING FOR A JOB

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful.

Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in black ink. This helps us with photocopying. In exceptional circumstances if you are unable to complete an Application form, a CV will be accepted. This must be agreed with the company prior to sending the application.

When we choose our new employees we use the following:

Job description Person Specification Application form

Job Description

This tells you the main responsibilities of the job.

Person Specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these 'criteria' which we use to make appointments.

'Essential criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification should show you which criteria we will use to short list for the interview.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'

You should ensure that in completing your application, you show how you meet these specific criteria.

APPLICATION FORM

If you want to apply for more than one job, please fill in a separate application form for each job.

It is a good idea to make a rough draft. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to fill in all the sections on 'duties and responsibilities' and 'information in support application' by using a word processor and then attaching the printed sheets to the form.

EDUCATION AND QUALIFICATIONS

Be as comprehensive as possible. The advertisement will indicate if a qualification is essential for the role. All offers of employment are subject to proof of relevant professional qualifications and membership documents of any professional bodies. You may have gained further relevant knowledge, skills and abilities from other training opportunities, ensure that you make reference to this.

EMPLOYMENT HISTORY

Please give details of your current employer first and then details of previous employers, listing the most recent first.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job. You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

PERSONAL DETAILS

You must complete this section. Please provide contact numbers.

REFERENCES

Please ensure that you give details of two referees with which we can confirm the information given with your application, as well as providing us with information relating to absence, disciplinary record and suitability for the position applied for. One of the references must be from your present or most recent employer and, if you are a recent school leaver, one should be the Head Teacher of your last school. It is the policy of the company to seek references prior to interview. If you have any objections to references being sought at this stage ensure you have made this clear on the form.

EQUAL OPPORTUNITIES

We will treat this as confidential information, which we will not show the short listing panel.

We will use this information to make sure we are acting fairly when we employ people and for statistical purposes.

IF YOU HAVE A DISABILITY

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you to meet the criteria.

If you need help in filling in the application form or need information in a different – format (for example large print), please let us know. If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

The Disability Discrimination Act defines 'disability' as follows:

'A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities'

DATA PROTECTION

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 1998 the data will be treated in a secure and confidential manner and not kept for longer than necessary.