

# Guidance notes on completing the application form

The purpose of these notes is to provide you with some guidance on completing the application form.

## General Points

Please complete the whole form, with as much detail as possible to enable short listing. Incomplete forms may not be shortlisted for interview. The person specification associated with the job role lists the criteria against which the suitability of each candidate for the post will be assessed. The person appointed will be the one who most closely meets these criteria.

## Personal Details

This section asks for some basic details about yourself all of which will be treated with the utmost confidentiality.

## Education, Qualifications and Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or your social life.

## Employment History

Please include a brief summary of your main duties and responsibilities. Where you have a break in your employment history, please give details about the date and what you were doing at this time e.g. travelling, bringing up a family, studying or unemployed.

## Eligibility to Work in the UK

You must confirm your eligibility to work in the UK and state what documents you can show to evidence this, eg. visa, passport.

## Health, Rehabilitation of Offenders, Additional Information

Please complete each section.

## Other Information in Support of your Application

This is your opportunity to give information about your abilities, experience, skills knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) which you believe will demonstrate how you meet the criteria contained in the person specification.

It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete this part of the form.

Please remember that the short listing panel can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can.