

OFF THE RECORD

Notes on Completing the Application Form

The Application Form

Please fill in all sections of the form. If you use additional sheets, make sure your name is on them. The decision to invite applicants to attend an interview is based solely on what is written on the application form.

Please give us as much information as you can about yourself and relate this to the post you are applying for. We will use this information to see how well you meet the selection criteria when we short-list for interview and cannot make assumptions about your achievements or abilities.

Completing Your Form

Before completing the form, please read all the information, particularly the Person Specification which outlines the duties of the post and the skills and abilities you will need to do the job.

Consider how your current and previous employment, any voluntary or community work you've done, your experience in running a home, skills you may have gained through sporting, leisure or college activities etc. may be useful in helping you to demonstrate that you meet the selection criteria.

If you have difficulty filling in the form, you can ask someone else to do it on your behalf, but you must sign and date the form to confirm that you agree with the content.

Education and Qualifications

List all relevant formal and informal education and training undertaken and include attendance on in-house and external training courses.

Employment Details

Include all relevant employment and career history, and briefly explain any gaps (e.g. raising children, unemployed, travelling etc.). Any relevant unpaid community/voluntary work you may have done also counts as valid experience here.

References

At least one of these should be your present or most recent employer; the other could be someone who knows you well.

Experience and Relevant Skills

This is the section in which you tell us why you think you are suitable for this post. ***It will be the main information used to decide whether you are invited for interview.*** Please go through each point on the Person Specification and, giving specific examples where appropriate, demonstrate how you meet each point. You may draw upon previous jobs, paid or unpaid, or any other relevant experience which you feel equips you to do the job.