

**Guidance for Completing the Application Form**

The information you supply on your application form will decide whether you are selected for interview.

Although filling out application forms may seem like common sense, many candidates miss out on interviews because of a poorly completed application.

***General Tips***

Please DO NOT send a CV, we will not read any CVs that are sent in and we will not accept applications that refer to your CV for answers to the questions on the form.

Keep the job description and person specification to hand when filling in

the form – the selection panel will be looking for examples of how you meet the skills, knowledge & experience on the job description and person specification so bear it in mind at all times when considering your answers.

Please consider our staff behaviours on the front page of the job description when completing your application.

We would prefer to receive your application electronically and in a Word format (not PDF)

***Completing the Form***

Hand writing can be hard to read therefore we suggest you type your application.

Please specify which role you are applying for, or if you wish to be considered for either role.

Other qualifications – include brief details here of any courses relevant to this position, e.g. - first aid, communication skills, customer service, etc.

References – choose two people who know you professionally through work, study or volunteering and can comment on your suitability for the job, but are not related to you. One of references must be your most recent employer. Please give clear contact details for both referees, these will be checked before you start your employment.

The section where you can write your reasons for applying for the post and relevant experience at the end of the form enables us to assess you against the person specification. The space provided for answering indicates the length of answer we are expecting, very brief answers mean we cannot get an idea of your skills and experience and you will be unlikely to be selected for interview. However it should be no more than two pages.