

## Guidance notes on completing your job application form

These notes will help you complete the form as effectively as possible, ensuring that your application is treated fairly.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Please therefore complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for the missing information or even reject your application outright. CVs alone are not acceptable. If you send a CV, we will only consider it as supplementary information to the form. So, ensure that your CV is structured in a similar way to the form. You must address the shortlisting criteria on the person specification to stand a good chance of being shortlisted.

*Read the person specification and job description carefully*

### The application pack

Together with the form and these notes, you should have received a job description and person specification for the post. The job description lists the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information you give us in your application form against the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

*Note the closing date and return address*

### The form itself

The details of the post will generally have been completed for you. You should note the date by which your form must be returned to us – late applications will not generally be accepted. Please note the department to which you should return your form. You may find it useful to keep a copy of your form.

*Complete all details asked for*

### 1. Personal details

Only include your telephone number(s) if it is convenient for us to contact you by phone. Please note that you will need to produce your birth certificate (or some other official documentary evidence such as a passport) to confirm your date of birth if you are appointed.

### 2. Current or most recent employment

Please state your employer's name, address and telephone number in full.



