

 **Application Guidance**

**1. Read the Information Provided:**

The post you are interested in has a job description, which lists the main duties of the post, and a person specification describing the skills, experience and qualifications we are looking for.

The application pack also includes an information sheet.

Please look at everything we send you and consider further research on the work we do.

**2. Give us Complete Information and Ensure it is Relevant:**

When shortlisting, we will assess your application by scoring how well you appear to meet each of the criteria given in the person specification.

Your application form is the only basis for shortlisting and we can only credit you with experience and skills that you tell us about. We will not make assumptions and we cannot guess what you have done in previous jobs or elsewhere. It is, therefore, most important that you fill in the form as completely as possible, especially the supporting statement. Remember to give evidence of how you meet each of the “essential” criteria on the person specification; it is not enough just to say that you do!

Think about how you can show, from your previous experience, that you have the knowledge, skills and attitude to meet the demands of this job. Remember that study, unpaid work, work at home and other life experience can be as valuable as paid work.

Please do not include any additional material such as a CV. At this stage, we will only look at your application form.

**3. Completing the Form**

Applications will be photocopied for the selection panel, so please make sure you complete the form clearly, typing it or using black ink

**4. Shortlisting and Interview**

After the closing date, the members of the selection panel will read all applications. They will then meet to decide which applicants best meet the criteria listed in the person specification.

These people will be invited to interview.

**Date of interview to be confirmed and only successful applicants will be notified.**