

## APPLICATION FORM GUIDANCE NOTES

### Personal details

Please state all your forenames/first names and surname/family name.

If you use a different name then please enter it in the preferred name. Please enter the surname you are known as.

### Employment history

Please complete this section starting with your most recent job first.

This section should include all of your previous posts including any voluntary posts or work experience. You must account for all the time since you left school, college, university or paid employment.

It is advisable to explain any periods of time when you were not in paid employment or studying.

### Information in support of your application

This section is for you to provide any additional information about yourself which you feel is relevant to the post for which you are applying and has not already been mentioned.

This is your opportunity to promote yourself and to provide evidence that you match the criteria of the post that you are applying for. Please read the job description and person specification before completing the application form. The job description provides information about the purpose and the main duties and responsibilities of the post being advertised. The person specification provides information about the knowledge and experience that are necessary or desirable to perform the duties in the job description.

Please pay particular attention to this section giving full reasons as to why you feel that you are suitable for the post. You should give examples of when you have undertaken duties in previous roles which will demonstrate to the recruiting manager that you meet the criteria. You can state how your skills, previous experience, qualifications and training are relevant to the post.

### References

Please give the names of two persons who you wish to provide a reference for you. The first would normally be your current or most recent employer. The other must be from someone who is able to comment on your aptitude for the post.

If you are currently out of paid employment, or have never been employed, you need to name someone who knows you well who is able to comment on your suitability for the post that you have applied for. This should not be a friend or relative.

If for any reason you have changed your name e.g. by marriage, deed poll, please indicate the name by which the referee will know you.

