

Guidance Notes on Completing the Application Form

These notes are designed to help you achieve success in your application.

Please do the following:

- Read these notes carefully before you fill in your application form.
- Make a rough draft before you type or write your final copy if you feel in any way anxious about what to write.
- Deal with the points on the 'person specification' in order and in detail.
- Show your skills and experience by telling us:
What are they?
How you have used them and explain the outcome.
How you would use them in this job.
- Use information about your employment, voluntary work, and community or leisure interests when you deal with the points on the 'person specification'.
- Use extra sheets of paper where necessary and write your name at the top of each sheet.

We will:

- Treat all the information you provide as strictly confidential.

We are unable to:

- Guess or make assumptions about any skills, knowledge, experience or understanding you might have. So please tell us!
- Invite you for interview, if you fail to complete the application form fully.