



## **GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM.**

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### **Introduction**

Filling in most of this form is quite easy as we are only seeking information which will assist us in making a judgment about your suitability for this post. Please ensure that the form is complete and that you have signed Part - Declaration.

### **Part A -Application for the post of**

Please write down the name of the post you are applying for including the reference number mentioned in the advert.

### **Part B - Personal details**

We need you to give us some personal details about yourself. As well as establishing a variety of ways of contacting you, we will also ask you if we are able to contact you at work in relation to this application. If your answer is No, we will contact you at another number that you give us. The information in part B will not be used in relation to assessing your suitability for the post.

### **Part C - Health**

We wish to know how many working days have been lost due to illness over the past two years. We do not need to know the reasons for any illness.

### **Part D - Present or most recent employment**

We wish to know about your present employment, your reasons for leaving (or wishing to leave), and some ideas of the duties undertaken in your post.

We will then need you to answer the questions about length of notice required to leave your post, whether you need a permit to work in the UK, and any criminal convictions.

If this post is in relation to working directly with children we will conduct a Criminal Records Bureau check on you should you be offered the post, and an offer will be subject to a successful clearance.

### **Part E - Previous employment**

You are asked to let us know about your previous employment, starting with the newest post first.

### **Part F - Education/Qualifications - Training**

We need to know about any formal qualifications that you have gained.

## **Part G - Training**

We are only interested in training which you feel would be relevant to this post.

## **Part H - Volunteer Involvement**

In this question we are interested in your volunteering involvement which has a bearing on your suitability for the post on offer. Please list those duties and responsibilities which can assist your application.

## **Part I - References**

We will need details of two references. One should be your current or most recent employer.

In general we will not contact your employer before an interview, except for certain posts, therefore you will need to indicate if you would want us to contact them prior to an offer of employment.

## **Part J - Employment Declaration**

This part will need to be signed before we can process your application as it gives us permission to use your information for the purpose of assessing your suitability for this post.

## **Part K - The personal statement**

When we come to shortlist we use a scoring system. The system ensures that those who can demonstrate that they have done a task will be interviewed.

If you are asked a question such as “experience of using computers”, you will score higher if you can demonstrate how you used the computer such as “I used word processing to write a report for the committee”, rather than saying “I can use computers”. Use our 5 tips to assist you to complete this section.

## **The importance of monitoring**

In order to ensure that we are an Equal Opportunity Employer, we need to ensure that we are receiving applications from as wide a spectrum of the community as possible.

Filling in the monitoring form assists us in establishing how well we have done. The information that you supply will be separated from your application form, and will not form any part of our consideration about your suitability for this post.