# **Guidance notes**

Please read the following guidance notes before completing your application form:

1. EXAMINE THE APPLICATION PACK

It should contain a job description, a person specification, an application form, a recruitment monitoring sheet and an equal opportunities policy.

1. ANALYSE YOUR EXPERIENCE

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying. Describe this experience on the application form. It may be important to include relevant skills and experience outside of work, e.g. domestic responsibilities, voluntary work or social activities.

1. FILL IN YOUR APPLICATION FORM

It must be legible, so you may first wish to do a rough draft then check for mistakes. If you have insufficient space, continue a separate sheet. Ensure that you have provided sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form before returning it by the specified closing date.

1. RECRUITMENT MONITORING SHEET

Please complete this to help us evaluate if equality opportunity is being achieved at each stage of the selection process.