



## **GUIDANCE NOTES**

PLEASE READ THE FOLLOWING GUIDANCE NOTES SINCE THEY WILL HELP YOU TO COMPLETE 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.
2. 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, eg domestic responsibilities, voluntary work or social activities.
3. 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 on 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.
4. RECRUITMENT MONITORING SHEET – please complete this to help us evaluate whether, or not equality of opportunity is being achieved at each stage of the selection process.