

## **Notes To The Application Form:**

### **Please do the following:**

- Read these notes carefully before you fill in the rest of the form
- You may keep the Job Description and Applicant Specification for your reference, but return the completed Application Form and the Equal Opportunities questionnaire
- Make sure that you deal with all the points outlined in the 'Applicant Specification' in order and detail
- Show your skills and experience by telling us:
  - What they are
  - How you have used them and with what results
  - How you would use them in this job
- Show your understanding and commitment by telling us:
  - What they are:
  - How important they are:
  - How they will affect your performance in this job
- Type or write clearly:
- Use one extra sheet of A4 paper, if necessary:
- Use information about your employment, voluntary work and community or leisure interests when you deal with the points on the 'Applicant Specification'.

### **We will:**

- Remove the sheets containing any 'Identifying' information when short-listing.
- Short list on the basis of information given and how it meets the 'Applicant Specification'.
- Treat all of the information that you gave us as strictly confidential

### **We will not:**

- Guess or make assumptions about any skill, knowledge, experience or understanding you might have if you do not give us enough information.
- Contact your references unless you are short listed and have given us prior permission to do so.