

The Application Form

- The application form plays an important part in the recruitment process; decisions to shortlist candidates for interview are based solely upon the information you provide. The form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. CVs will be accepted *in addition* to a fully completed application form.
- You may complete the form on a word-processor using appropriate headings and format.

Section 1: Personal Details

- Please give your surname and initials. You should also provide your preferred title and/or your forenames. If you have a title or other name you wish to be called (should you be called for an interview), you may at your discretion enter those details.

Section 2: Education and Professional Qualifications

- List membership of professional institutes and professional qualifications if applicable. Essential qualifications will be checked on appointment.

Section 3: Present Post

- Please provide brief information in respect of your current post. This section should not be left blank unless the post is your first job.
- Should you be selected for the role “your reasons for wishing to leave” may be verified if we take references per Section 7 below.

Section 4: Previous Employment

- Do not simply list the duties of your jobs. Provide a brief description of the main duties of your previous jobs.
- Whilst you are not required to provide details of all previous jobs it is important you confirm whether or not you have had material gaps in your employment. It would be helpful if you could provide relevant details.

Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Think about what evidence you can provide to show you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways including running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and provide specific examples.

Section 6: Other information

- A simple list will suffice unless positions held or awards/qualifications attained are directly relevant to the position for which you are applying.

Section 7: References

- Should you be selected for the role we would like to do this earlier in the process than at the interview.
- *Employment references* – please provide details of your most recent relevant employment.
- *Academic references* – if you are a school or university leaver and do not have any previous employment please provide details of your educational achievements.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references if necessary.

Section 8: Declaration

- This section must be signed by the applicant and confirms that misleading information has not been provided and confirms the validity of the information in the application, and confirms that the applicant is not subject to any disciplinary action for terminating of employment.
- Please return your Application Form to: