

## **Guidance notes for completing the application form.**

These notes are written to help you make a good application. Please read them carefully, before completing the form.

1. The decision to short-list will be based solely on the information you provide on the application form. Take note of the person specification and job description. You will not be notified if you are unsuccessful in being short listed, however we are happy to provide feedback which might be helpful to you in future applications.
2. Be precise, relevant and to the point. For example if we ask for IT experience, state the type of experience you have, what software packages you are familiar with and what purposes you have used them for.
3. Read any additional information or visit our webpage to give you some idea of what it is like to work for our organisation.
4. You can use extra paper where necessary. Please mark any additional sheets clearly with the job reference
5. In your personal statement avoid repeating what you have already said. Refer to what you have said and tell us the ways in which it is relevant to the job description and person specification.
6. Make a note of the closing date and allow for delays in the postal system.
7. Relevant experience is not necessarily restricted to paid employment. Include any information which you think is relevant to the post and supports your application.

**If you have any questions or queries then ring (01246) 206514**