GUIDANCE FOR COMPLETING AN APPLICATION FORM

PERSON SPECIFICATION

Selection for interview will depend solely on the information contained on your application form. Curriculum Vitae will not be accepted. The application form should be completed in **black Ink** or **type,** as it will be photocopied.

A copy of the Job Description and Person Specification are included. You will need these to complete your application. Please keep them, as you will need to refer to them if selected for interview.

The Person Specification enables us to recruit the best person for the job, as it outlines the Abilities, Skills, Knowledge, Qualifications, and Experience necessary to carry out the duties of the job. Please read it carefully and address your application to the Essential and Desirable Criteria in it. Your selection for interview will depend on this. Please complete your form to show how you match the criteria requirements.