

## **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.

### **LETTER OF APPLICATION**

Please ensure you read the Person specification and Job description **BEFORE** you attempt this part of the application form. When you do complete this section you must demonstrate how you meet ALL of the Essential Criteria and, if possible, any of the Desirable Criteria. This can be achieved by explaining what your understanding of that particular criterion is, how you can/do apply that understanding, and by stating your experience and giving examples, if it is appropriate.

If there are criteria, which you do not have, direct work experience of, it is acceptable to draw on relevant experience gained elsewhere, for example in voluntary work, leisure interests, home responsibilities, or educational experience.

Make sure you keep it to the point by only addressing the Essential and Desirable Criteria as shortlisting will be on this basis **ONLY**. No assumptions will be made from anything such as the title of a previous or current job. To adequately address all of the criteria you may need to use a number of extra sheets for your Letter of Application; this is perfectly acceptable.

Ensure that you refer to ALL ESSENTIAL CRITERIA and, if possible, the desirable criteria as well from the PERSON SPECIFICATION. If you do not demonstrate how you meet the Criteria, you will not be selected for interview.