

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

1. It is our intention to appoint the best candidate for this vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed within the enclosed Person Specification and which are regarded as being essential in order to work effectively in the post.

2. Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.

3. Please complete all sections of the application form. It may be helpful for you to do a rough draft first to organise your thoughts. Please write as clearly as possible.

4. Section 6 of the Application Form - Additional Information - is the most important part of the form. You should refer to the Person Specification enclosed and provide detailed information under appropriate headings so that we can make an assessment of your suitability for the post.

If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.

5. Curricula Vitae (CVs) will NOT be accepted as a part of your Job Application. You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job. Inclusion of a CV will not hinder your application but they will not be read and therefore will not aid your application. Please complete all the form.

S.J. McWilliam
rECOrd Manager

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