

## Filling in the Application Form

Please read the following guidance notes carefully before you start filling in your application form.

The main points to remember:

- Type or use black ink
- Do a rough draft first. This helps you to avoid making mistakes and allows you to make sure that the information you have given is relevant
- Because of our equal opportunities policy, we ask all applicants to fill in our standard application form. We always welcome a CV as well if you would like to submit one
- Fill the form in as fully as possible. The information you give us in your application is the only information we will use when matching your knowledge, skills and experience to those needed for a particular job. We cannot make any assumptions about your abilities and do not take into account of any previous applications you have made
- Think about whether your knowledge, skills and experience match those needed in the job and, if so, whether you can show this on your form.
- Use the blank section headed 'Brief Description of Present Job and any Relevant Experience' in the application form to explain clearly how you have the knowledge, skills and experience needed. Where possible, give examples to show us how you match the particular skills needed. Remember that we cannot make assumptions about your skills and experience – if you don't tell us, we won't know!
- Don't just repeat your career history – explain the skills you have developed. Don't forget to use experience outside of work that has helped you develop your skills
- If possible, make a copy of your completed form for future reference
- Don't send the same form for all jobs – pay attention to the specific job requirements for the job you are applying for
- *Make sure you return your form to us before the closing date, as we won't accept late application forms*