

## Guidance notes

The following information is provided to help you complete the application form. This is the first opportunity you have to let us know why **you** would be the most suitable candidate for the job.

We ask all candidates to complete the same form as it then provides a fair way to judge applicants based on the same type of information. However, if you have a disability or a condition that means it is difficult for you to use the form, please contact the Human Resources team on 01903 703 112 to discuss applying in another format. Similarly, if you have any questions or require any additional support to complete the form, please contact us.

We ask candidates to complete an equal opportunity monitoring form. This is always removed from the application form and is retained on a separate file for monitoring purposes only. The equal opportunity monitoring form is not used for any part of the shortlisting process.

### General tips

- Please write or type clearly in black ink. This is because the form will be photocopied.
- Keep a copy of your completed application form as you may want to refer to it again if you are invited to come for an interview.
- Shortlisting of the application forms is done by looking at the person specification for the role. All the information you provide will be measured against the skills and experience we have asked for. You should provide as much information as possible throughout the form of how you match the person specification and information in the job description.

### Personal details

- Please complete all sections. You will note that we don't ask questions about your age or gender. This is so that we make decisions purely based on your experience and ability to do the job.

### References

- Ideally the people who you choose to be your referees should be able to tell us how you have performed in a work or study situation. This can be paid or unpaid voluntary work or tutors from your time in education.
- If you are able to supply an email address this is useful. If you can't we will contact your referees by post.

### Education and qualifications

- Please tell us about your education and qualifications. Please detail them with the most recent educational experience at the top of the list.

## **Previous employment**

- Please provide information about your previous jobs. It is advisable not to leave any period unaccounted for, so if you have not been in work for any length of time please let us know if you were studying, or doing voluntary work, or unemployed, or traveling etc.

## **Supporting statement**

- Your supporting statement should contain examples of things you have done to show how you meet the skills, experience and attitudes we have asked for in the person specification for this role.
- Your examples should tell us some detail. For example, if we ask for experience of working in a team, you should tell us what the team's purpose was; how many people were in the team; and what part you played in the team etc.
- You may wish to tell us your motivation for applying for the job including what you will offer, and what you expect to gain from it.

**Good luck with your application.**