

Guidance notes on completing job application forms

- 1. Please do not send CV's on their own.** We use an application form to make sure you have a chance to write about the points that are most important to us. It also assists you to provide an appropriate amount of information that it is made relevant to the job for which you are applying.
- 2. Please make use of the person specification.** This is sent with the job description and gives you an idea of what qualities, skills and experience we are looking for. We will be basing the selection on this at all stages – shortlisting, any practical tests and the interview itself. In your supporting statement you need to provide some evidence of what you have done to meet the criteria given in the person specification.
- 3. Supporting statement.** This is your chance to show what you have learned from previous experience that will make you a good candidate for the job. Please note that a CV on its own does not cover this aspect and we will not select anyone for interview who does not provide a supporting statement.

You do not need to restrict yourself to the space on the application form. Many people prefer to attach a separate sheet. You can use this opportunity to show how you meet the person specification. Please do not make this too lengthy – one to two sides of A4 paper is about right.

- 4. Information provided.** Our philosophy is very important to us as an organisation and we are careful to explain fully what we do and how we work in any literature sent out with job applications. Our website is also a good source of information.

