GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

The decision of whom to invite to interview will be based on the completed application form. These notes are to assist you in giving the right information and presenting it in the best way.

The Job Description
♦ This describes the duties and responsibilities of the job. You must decide if the job is one that you are interested in and whether you have the skills and experience to apply.

The Person Specification
♦ This describes the requirements needed to do the job. The selection panel will be looking for proof of these requirements on your application form.

Education and Training
♦ List all formal and informal, external and internal training. Make sure you have not left anything out and that you have included all short courses, particularly if it is relevant to the job role.

Employment
♦ Present Post
The address of your employer should also include your department or section. Indicate 'unemployed' if you are currently looking for work. No stigma is attached to this.
♦ Employment History
State your full job history making sure the dates you give are correct and in order.

Referees
♦ You need to include referees that cover, at least, the last three years of employment.
♦ Referees should be your line manager or above, or your Human Resources/Personnel department.
♦ Referees should NOT be close personal friends or relatives.
♦ If possible check that the individuals are willing to act as referees.
♦ It is important that you state the name and job title of your referee and not just a department.
♦ If you have recently left education and have not previously been employed, a reference will be requested from the school, college or university you most recently attended.

Additional Information
♦ This is the section where you should explain why you are suitable for the position. You should give details of your skills, abilities, personal qualities, experience, and qualifications that you have which are relevant to the post. These can be gained from work, education, community, family, voluntary or leisure interests. Read through the advert, job description and person specification again to satisfy yourself that you have fully covered all the requirements.