

## Job Application Form Guidance Notes

### The Application Form

- The application form plays an important part in the selection process; decisions to short-list candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.
- You may complete the form electronically or in a hand-written format. In the electronic format, boxes require double-clicking to insert the 'X'.

### Section 1: Personal Details

- Please give your surname and initials. You are not, however, required to provide your full forename or preferred name. If you are known by another name (should you be called for an interview), you may, at your discretion, enter those details.

### Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked at interview.

### Section 3: Present Post

- Please provide information in respect of your responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role "your reason for leaving or wishing to leave" may be verified when we take references per Section 7 below.

### Section 4: Previous Employment

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

### Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required for the role.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies, etc.

### Section 6: Other Information

- A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.
- If applicable, please refer to the Guidance Notes: Disability Discrimination Act 1995.
- It is not compulsory to answer the questions relating to the Rehabilitation of Offenders Act 1974.

### Section 7: References

- Should you be successful after interview we will want to take up references as outlined below. However if possible we would like to do this earlier in the recruitment process.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

### Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.