

# Guidance on Completing Your Application Form

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Please **read** through the form and pack at least once before you start to complete it.

**Answer all sections as fully** as you can - if there are questions that you are unable to complete, please put 'N/a' (*not applicable*) rather than leave a blank space to show that you have not forgotten to answer it.

Please **do not just put 'see CV'** in the answer spaces or just send a CV - we require you to complete all the sections of our form so that we can assess everyone fairly, based on the same format. You may, however, also include a CV if you think it includes additional information that may be relevant to your application.

You may choose to do a rough draft first to avoid spelling mistakes, repetitions or incorrect dates and always **check your final form** through for any mistakes.

Interviewees will be selected based on the information provided in the form. **Be honest** about the information you give – don't claim to have qualifications which you do not have, as you will be asked to present the original certificates at the interview if you are short-listed.

Take time to think about why you are applying, and what **skills and experience** you could bring to the post. Don't just list your skills and experience – **give examples** of when and how you have used them. Include information about any unpaid/voluntary work you may have done, as this can be just as valuable experience as paid work.

You may find it useful to take a **photocopy** of your application form, to refresh your memory if you are invited to attend an interview.

Finally, if you feel you have been discriminated against during our recruitment and selection process, you should initially contact the HR Department. Should this not prove satisfactory, then a formal complaint can be made in writing to Jeanette Bray, HR & OD Manager.

*Updated July 2008*

