

## **Guidelines for completing Application forms**

### **All applicants are advised to read these guidelines prior to completing the application form.**

- Only the completed application form will be considered. Do not include a C.V as it will be disregarded. Please complete all sections of this application using black ink or **typescript with a minimum of 12 font**. If you are using a black pen, then write in capitals. **If you are typing onto your form, do not use bold or capitals.**
- Applications must be legible to all or it will not be scored.
- It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
- You must give demonstrable evidence of your skills and abilities. It is not sufficient to simply duplicate the Person Specification. Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life. Experience gained outside the UK is also relevant. Give details of where you gained the criteria and dates from – to.
- Answers must be provided for all questions on the application form – e.g. **“as above”** will not be accepted as an answer to a question.
- All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it will result in disqualification from appointment or dismissal.
- Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
- Applications can be sent in either by email or posted/delivered to the designated address.
- In line with equal opportunities, the page with your name and address will be detached from the rest of the application form prior to short-listing.
- The panel will not know the name of the person whom they are shortlisting so please ensure you include all the evidence needed for the post and don't assume that the panel members know your background.
- All applications received will be treated in the strictest confidence.