Application Guidance

CVs will not be accepted. Please complete the application form following the guidance below.

1: Personal details
- Please enter your personal details accurately so that we may contact you about your application.
- Please indicate your notice period, existing holiday commitments and if you require any reasonable adjustment to be able to attend the interview.
- Please indicate whether you have the right to work in the UK, your N.I. number and conflict of interest.
- Please give the names and addresses of two referees. If you are employed, the first referee should be the person in your organisation designated to provide references. If you are unable to provide an employer reference for any reason, you are asked to name referees who are able to verify your good character.
- Please declare any security clearance you have as for posts where there is a requirement to work directly with children or vulnerable adults (regulated activity) the candidates will be subject to a DBS clearance.

2: Education and Professional Training
- Please indicate any form of education you have followed. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.
- Please indicate your membership of institutes or organisations relevant to the job you are applying for.
- Please include any training gained through work or other activities which you believe are relevant to the job you are applying for.

In this section you must show to us that you fulfill all the requirements set out in the experience section in the Job Specifications!

3: Employment History
Please indicate information on past or present employment. Please give details of any other work that you may have had such as work experience, part-time, holiday work or voluntary work.

In this section you must show to us that you fulfill all the requirements set in the experience section in the Job Specifications!

4: Relevant experience
- Use the person specification to complete this section as it provides all the relevant information of what is expected from the ideal candidate. It is the basis on which all applications received are measured. Remember to give examples that demonstrate how you meet the criteria listed in the person specification as evidence of your experience. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification". Please fully explain how you meet the requirements.

In this section you must show to us that you fulfill all the requirements set out in the knowledge and skills section in the Job Specifications!

5: Declaration
Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

6: Equal opportunities monitoring
Please fill in the equal opportunities form. This information does not form any part of our selection criteria. The information provided will be used for internal statistical analysis only.