



General guidance notes

- Practice writing your answers on a blank piece of paper before you fill in the application form so you don't make mistakes.
- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable' (n/a).
- Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.
- The employer may ask to see a valid passport or EEA ID card if you get an interview as proof of your eligibility to work in the UK. Remember to take the documents with you if are granted an interview.

Guidance for filling in this form

Sections 1 to 3 Complete all parts fully.

Section 4 Give details of your previous jobs, putting the most recent job first, and then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Section 5 Enter details of any memberships to professional bodies

Section 6 Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. List any examinations you took and the grades and results you achieved or hope to achieve.

Section 7 This section is **very** important because it gives you the chance to sell your skills to the employer and it is the part of the application used to shortlist for interview. **If you do not show how you match the Person Specification it is unlikely you will be shortlisted.** Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications. If you don't have any formal qualifications, mention what you were good at or particularly enjoyed at school.

Section 8

Some posts are exempt from the Rehabilitation of Offenders Act 1974 and may involve contact with children, young people and/or vulnerable adults. A satisfactory Disclosure and Barring Service check will be required for successful applicants. You should disclose all information of criminal convictions (if any) in a Court of Law. In the event of employment, failure to disclose this information may result in dismissal. Criminal convictions do not necessarily bar you from employment.

Section 9

Immigration, Asylum and Nationality Act 2006. You must complete this section and remember to take supporting documentation with you if you answer yes.

Section 10

Give the names, addresses and telephone numbers of two people who will act as character references for you. This is usually a current or previous employers and someone you have known for at least five years such as a Tutor or other professional, **but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.**

Section 11

Complete this section in full. Give details of all driving licences you hold. For example motorcycle, car, HGV and PCV and sign the application to confirm the details are correct and true.

Section 12

Tell us in this section about any special arrangements you need if you are invited for an interview. Tick this box if:

- you have a disability and
- the employer uses the disability symbol, and
- you want to ask for a guaranteed interview, provided you meet the minimum criteria for the job posting.