

## **Guidelines for completing application form**

We ask all candidates to complete the same application form. This means that we get all the information we need from everyone and that we can more easily compare applications. Please complete the form and do not submit a CV or attach it to the form because we will discard this.

We ask the questions on the form because we need to know this information to administer the recruitment process or to make a judgement about who to shortlist for interview. Please answer all the questions and please answer them honestly. If you are appointed and it later comes to light that you have lied during the application process then you may be subject to disciplinary action up to and including dismissal.

The recruitment panel will compare your application with criteria provided with the Job Description. They will want to see evidence that you meet the essential requirements for the role and how far you meet any criteria which are desirable. They will score each application based on how well the form shows that the applicant meets these criteria and the top candidates will be invited for interview. It is possible that you may meet all the criteria but that other candidates provide stronger evidence and, therefore, you are not be shortlisted. The scoring will take place based only on information provided on the application form so please do not assume that the panel will take into account any other information, even if you are known personally to them.

Many of the questions ask you to provide *relevant* information. This means that we want details which apply to the job for which you are applying and which will help the recruitment panel make a decision about your suitability for that particular post. Please do not write down everything you can think of but choose carefully the information that will assist the panel. We often receive a lot of applications for posts and the people undertaking the shortlisting have a lot of information to read; if your application is relevant and focussed it will make it easier for the panel to find the information they need and make a judgement. A longer application is not necessarily a better one.

### **Some tips on completing the form**

- Type it if possible but if you have to handwrite please make sure that it is easily readable. If using type please do not use a very small font size
- Please apply for *our* job. If you are using information from other documents from when you may have applied elsewhere then check this to make sure it is relevant to our role
- Please follow the instructions on the form about how to complete it and provide all the information we ask for.

- Ask someone else to check the form before sending it. Sometimes you cannot spot errors because you have become too familiar with the text and asking another person to check it will help spot these. The panel will not dismiss your application because of a mistake but a form filled with errors will not make a good impression. If you have a disability which affects your ability to complete the form please contact us and we will find the best way for you to submit the information we need to assess your application.
- Please do not use jargon. If there is the possibility that a member of the recruitment panel may not understand something that you refer to or an acronym you use then make it very clear what you are talking about.
- Please provide examples of how you meet the criteria for the role. It is not sufficient, for example, to say that "I know a lot about employment law". A better answer would be to say where you have gained that information, how you keep up to date, any qualifications you have, any recent training and how you have used the knowledge you have.
- Remember that examples you provide can come from all areas of your life including your family life, jobs that you have had in the past, and any voluntary work you have done. We are not interested in your leisure activities and hobbies except where you can show that they have given you skills, knowledge or experience which is directly relevant to the post for which you are applying.

Applications submitted after the cut off date will not usually be considered. Please make every effort to be on time. If there is some reason why this will not be possible then you need to contact us as soon as possible to see if we can make other arrangements.

We try to provide feedback to unsuccessful applicants after the shortlisting is complete but please be aware that we may have received a large number of applications and it may be too time consuming to provide individual feedback for each one.