

APPLICATION FOR EMPLOYMENT –GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:

Employment Details: Please give the full job title and/or reference number for the position you are applying for. Please indicate the earliest date on which you could start work for us if the job is offered to you.

General Information: Please record full details of any endorsements/penalty points and the nature of the traffic offence.

Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.

Work History:

Starting with your current / last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work.

Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.

This information may be used to assess whether you meet the experience requirement for the vacancy.

List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.

Please detail the organising body and the details of any training you have attended.

List your current membership of the professional body/ institute/s to which you may belong/subscribe.

This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.

Supporting Information:

This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history; refer only to the relevant parts.

In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.

Express any relevant views on the requirements specified in the job description and person specification in support of your application.

References:

Please give details of two referees including your current or most recent employer. Note references will be taken up before confirmation of appointment.