

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.
Personal Details:	Please record full details of any endorsements / penalty points and the nature of the traffic offence.
Employment:	<p>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.</p> <p>Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.</p> <p>This information may be used to assess whether you meet the experience requirement for the vacancy.</p>
References:	Please give details of two referees including your current or most recent employer. Please note that references will be taken up before confirmation of appointment.
Education and Qualifications:	List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.
Training:	<p>Please detail the organising body and the details of any training you have attended.</p> <p>List your current membership of the professional body/ institute/s to which you may belong / subscribe.</p> <p>This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.</p>
Supporting Information:	<p>We ask that you please ensure you complete this in a concise, well organised and positive way. Do not repeat your career history; refer only to the relevant parts.</p> <p>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.</p> <p>Express any relevant views on the requirements specified in the job description and person specification in support of your application.</p>