

IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

These guidelines have been written to help you complete your application. The decision on whether to shortlist you for interview may be based on the information you provide, so please read the notes carefully.

The form should be completed in **black** ink.

The Application Form

The following headings correspond to some of the appropriate sections in the application form:-

Section 1

Job Details -This information may already be completed for you, if it is blank please ensure you complete all areas.

Section 2

Personal Details – Make sure that all sections of the personal details section are completed and that your name, address, **postcode** and telephone number are written legibly and ensure that your National Insurance number is completed.

Section 3

Equal Opportunity Monitoring

The information requested on this form is voluntary to enable us to monitor our Equal Opportunities Policy. All information is kept strictly confidential.

Section 4

Declaration – ‘Rehabilitation of Offenders Act’ – All information provided will be treated in the strictest confidence. You must declare any conviction, caution, final warning or situation that may have a bearing on your suitability for employment in this post. Any declaration given will not mean an automatic rejection of your application but a risk assessment would be carried out on any declaration. We must point out, however, that a failure to declare a ‘spent’ conviction would result in immediate dismissal. All candidates will be required to apply for a CRB Disclosure (enhanced) where appropriate. Please ensure you sign and date this section.

Section 5

Present/Most Recent Employer – Please state the name and address of your present or last employer together with your job title, date appointed, salary and period of notice.

Section 6

Previous Employment - Please give details of previous employment; include a separate sheet if necessary.

Section 7

Qualifications and Training – Deals with education, training and qualifications. Please include as much information as possible.

- a) All qualifications achieved in formal education should be declared.
- b) All professional/vocational training to be declared.
- c) The Service may require you to produce proof of any qualifications.

Section 8

Please outline the main duties and responsibilities of your present or last post and any other relevant information which you feel would support your application.

Section 9

Attendance Details – You are not required to complete this section.

Section 10

References – Please state names and addresses of two persons who would be able to comment on your suitability for the post. One must be your current/last employer. Please note we can not accept two references from the same organisation.

Section 11

Conditions of Employment – This is required for right to work in the UK purposes. Please read carefully, ‘tick’ the relevant boxes and sign.

Data Protection

Back page – Please sign and date.