

Guidance on completing your application

Your application form is our only basis for selecting you for interview, so it's important that you complete it in a way that does you full justice and enables us to make a fair assessment of your suitability for the job. The following suggestions should help you to do this.

If you are submitting a written application, please make sure your application is clearly legible and written in BLACK ink or type. Attach any additional sheets to the back of the application - please do not stick or pin anything in between pages. CVs are not normally accepted, unless specifically requested as part of the process

Part C: Occupational history

Give your full employment history including brief reasons for any gaps in between employment. If applying for care posts or posts working directly with children or vulnerable adults this section will need to be particularly thorough.

Part F: Personal Statement

Refer to the enclosed job description and person specification and think carefully about how you meet the key competencies for the post. Include relevant examples from your involvement in paid and/or voluntary work, outside interests and any other relevant activities. If you are a school or college leaver with little work experience, draw on your time at school or college and extra-curricular activities you were involved in.

Part H: References

We require two references, which will normally be contacted once you have been shortlisted for interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and, if possible, e-mail address for both your referees. Referees should not be friends, or colleagues who have not managed you.

For posts working with children/vulnerable adults, any current or previous employer will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure.

We reserve the right to ask for information from any previous employer, especially any job involving work with children or vulnerable adults.