

Guidance Notes

IT IS IMPORTANT THAT YOU READ THESE NOTES OF GUIDANCE BEFORE COMPLETING YOUR APPLICATION FORM

First of all read the job description and the person specification carefully. Both of these are enclosed with your application form.

The job description tells you what the person getting the job will be expected to do.

The person specification tells you the skills, knowledge and experience a person will need to have to be able to do the job. The Authority's person specification is divided up to show which attributes are **essential** and which are **desirable**.

The essential criteria are the minimum skills, knowledge and experience which you must have to be able to do the job. They are all of equal importance and you must show on your application form how you meet each of them.

The desirable criteria are those which will enable you to perform the job more effectively and will be used for shortlisting if large numbers of applicants have all the essential criteria.

Making use of the person specification. When completing the Supporting Information section, use the **person specification** to help you pick out the relevant aspects of your experience, skills and knowledge. The short-listing panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It is important that you use examples in your application to show clearly how you meet the essential and desirable criteria.

The best way to show that you match a particular criteria is to give examples which you feel will demonstrate to the short-listing panel that you have the knowledge, skills and experience listed on the person specification. Examples do not need to be from your work experience and can be from other areas of your life.

COMPLETING YOUR APPLICATION FORM

- Read through the job description and the person specification.
- It may be useful to complete a rough draft first
- Please complete your application form clearly in dark ink or type as it may be photocopied.
- Take care to complete all sections in the application form. If you think some sections do not apply to you then write N/A in the section provided for your answer.
- When completing the supporting information section in the application form ensure that you use the person specification.
- Before returning your application form check that you have completed all of the sections fully, put your name on any additional sheets and sign the form.
- You must make sure that your application form reaches us by the closing date. Please note that CVs will not be accepted as an alternative.

It is important that you include all the relevant information on your application form. The selection panel will not be able to make assumptions about your ability based on their (or anyone else's) knowledge of you. **This applies particularly to internal applicants.**