

**Application Form Guidance:**

1	Make sure your completed form arrives before the closing date. Applications received after this date will not be considered.
2	Read through the job description and person specification thoroughly.
3	Read through the application form also and make a rough draft on a photocopy of the form.
4	If you are hand writing, write clearly using block capitals where necessary and use a black pen.
5	Take extra care in writing telephone numbers, National Insurance Number, your address and other personal details to avoid error.
6	Work out your length of service on a separate piece of paper first if you need to, start with your most recent job or training course first and work backwards.
7	Do not leave any unexplained gaps in the section about employment, include gaps, e.g. unemployed – 3 months.
8	Ensure all sections are completed.
9	Answer questions in full and think about how your answers relate to both the job description and the person specification.
10	Make sure details of your referees are current and correct and that they are willing to provide a reference for you.
11	Sign and date the form.
12	Once you are happy with your completed application form, take a photocopy and keep it for your own record. This will help refresh your memory if you are invited for interview.

