

APPLICATION FORMS – GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly:-

Personal Details:	Make sure that your name, address and telephone number are written in full and easy to read.
-------------------	----------------------------------------------------------------------------------------------

Driving Licence, Penalty Points:	Let us know if you hold a current driving licence and also if there are any current penalty points.
----------------------------------	-----------------------------------------------------------------------------------------------------

Position Applied for:	The full job title of the post you are interested in should be completed.
-----------------------	---------------------------------------------------------------------------

Education & Training:	List your formal qualifications, including grades where appropriate, where they were obtained and when they were awarded. This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.
-----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Employment History:	Starting with your current employer, list all the employers you have worked for, providing the job title, your grade and rates of pay, start and leaving dates and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy.
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Information in support of your application:	<p>This section is probably the most important part of your application, as you have to make your case here for selection. Make sure 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, remember 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>Let us know any relevant views on the requirements specified in the job description and person specification in support of your application.</p>
---------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

References:	Please give details of two referees including your current or most recent employer. NB: References will be taken up prior to interview unless otherwise requested.
-------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

When could you start work for us:	Indicate the earliest date on which you could start work for us if the job is offered to you.
-----------------------------------	-----------------------------------------------------------------------------------------------

Criminal Record:	<p>Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.</p> <p>If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.</p> <p>If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.</p>
------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
