



## **Information for Applicants**

Because it is not possible to interview every applicant for a vacancy, it is necessary to draw up a shortlist. The criteria used by the selection panel for shortlisting purposes are contained in the person specification.

- Complete the form in black ink or type directly onto the form. Incomplete forms will not be accepted
- Do not enclose a CV, as to keep in line with Equal Opportunities Policy we can only consider the information requested in the application form
- Make the reasons for applying for the post as relevant as possible
- Ensure that your referees include your present and previous employers. If this is not possible, please use people you have known in a professional capacity
- Please ensure you sign declaration at the end of the application form

Completed application forms must be received by 5pm on the closing date, unless stated otherwise. If you have not heard from us within 10 days of the job closing, please assume you have been unsuccessful on this occasion.