

## Guidance on completing the application form (external recruitment)

### Introduction

By completing this form you will enable us to take into account those achievement and abilities which are relevant to the job/jobs for which you are applying.

Read this guidance carefully and formulate your answer fully before writing anything. This is your chance to highlight the examples from your experience which are best able to demonstrate your skills, knowledge, abilities and experience in the required areas. This written evidence will supplement any information you provide at interview.

Completing the form will also help you to prepare for an interview.

### How to complete the application form

#### Employment and relevant work-related experience

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

#### Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

#### Education / qualifications

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Other Relevant Experience saying why you think this is important.

#### Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job what you would bring to it. When writing your supporting statement please refer to the Details of service duty and link your experience, qualifications and interests (if applicable) to the requirements. Your supporting statement should be no more than 500 words in length. This statement will be used for shortlisting and you should therefore highlight relevant skills and knowledge. This can relate to information listed earlier or you can give other examples.

#### Hints and tips

Before completing your application you may want to review past experiences and talk them through with colleagues who were involved. Alternatively you may want to talk through some of your experiences with your line manager or project team leader. You may want to show your application to a colleague or colleagues and ask for their comments before sending it to us.

The information you provide will be used in the shortlisting process and will form part of the interview. We will also take it into account when making final decisions.

Allow sufficient time to write your application before the deadline. We recommend spending at least a day writing your application and providing evidence and examples.

Please do not attach a CV or any other document unless it has been requested as part of the recruitment process; it will not be used to make selection decisions. This is to ensure consistency in assessing all candidates.