



GUIDANCE NOTES FOR APPLICANT ON FILLING IN THE APPLICATION FORM

Please read these notes carefully – they are to help you make the best of your application.

1. The form should be completed in black type, black ink or ball-point pen for photocopying
2. Please do not send in your Curriculum Vitae
3. One of your references should be your present or most recent employer. If you have not been employed or have been out of work for some time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees will not be contacted prior to interview.
4. The enclosed Job Description (Section on Knowledge, Skills and Experience) lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information given in your application form and assess this against this section.
5. It is not the responsibility of the selection panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experiences and skills. Neither is it enough for you to just state that you meet requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. Use the section of **Additional Information** to provide evidence/information to how you meet the main responsibilities of the post (refer to Job Description).
7. If you are related to any employee, former employee, governing body member, former governing body of the Association this should be clearly shown on the relevant part of the form.