

## GUIDELINES FOR COMPLETING AN APPLICATION FORM

The following guidelines are designed to help you complete the application form as thoroughly as possible.

1. The decision to shortlist you for interview will be solely based on the information you provide in the application form. Therefore you need to make sure you include all of your relevant skills and experience.
2. Please read the additional information and links available within the advertisement carefully.
3. Please read through the job description and person specification before starting to apply to check that you meet the required essential criteria for the post.
4. You will only be shortlisted if you meet the essential requirements of the employee specification.
5. Please ensure you match your experience to the person specification for the post – if you have no direct experience on parts of the role explain how you would approach that aspect of the role.
6. Please make sure you answer all of the questions, explain the reasons for any gaps in employment or education (e.g. travelling, maternity leave).
7. Remember to include any voluntary work you have done or home experience (e.g. caring for family members) only if appropriate and relevant.
8. Always make sure you spell check and proof read the application form before you submit it to ensure it is accurate and complete and not repetitive.
9. Do not be afraid to contact the department for further information or to arrange an informal visit prior to applying for a post or going for an interview.
10. Make sure you tailor your application to the job you are applying for, don't use the same form for every job.
11. Disabled applicants - We encourage everyone to apply for jobs at the Trust and will consider all applications, regardless of your circumstances. If you have a disability which could prevent you from carrying out any aspects of a post, we still encourage you to apply as it may be possible to make reasonable adjustments to support you in the post. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview.