



## **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 and returned in Word or PDF format.
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 sometime, 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 Job Description contains sections on 'Knowledge, Skills and Experience' and 'Key Attributes' required 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 the above named sections.
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. 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.