

Outline of How to Apply

1. Read all the information

The decision to shortlist you will be based solely on the information you provide in the form. This advice is designed to help you complete the application form as effectively as possible.

2. Read the Job Description

The Job Description tells you the duties and responsibilities you will be expected to carry out. Use the Job Description to help you identify your skills, knowledge and experience.

3. Read the Person Specification

The Person Specification tells you the skills, knowledge, experience and attitude required to do the job. Your application form will be assessed to see if it meets these requirements. To do yourself justice, make sure you relate your skills, knowledge, experience, commitment, etc. to the person specification.

4. Complete the Application Form

- Forms must be completed and submitted electronically
- Make sure every section is completed and every question answered
- Check the form when it is completed.
- Make sure the application form arrives before the closing date.
- DO NOT SEND A CV or supporting letter. We will not read them.
- Section 5. This is where you demonstrate that you are the person for the job. For each point listed in the Person Specification write a short paragraph describing how you meet the criteria. Use examples to describe the things that you have done.