



# Application form guidelines

Please use these notes as a guide to assist you when completing your application form

- We use a standard application form to ensure that we treat all applicants fairly and consistently, therefore, please do not attach a CV
- Please complete the form using **black ink**; if you have computer access use our online application
- If a section does not apply to you please enter N/A

<b>Job application details:</b>	Please insert the job title and reference number for the role you are applying for.
<b>Contact details:</b>	Please ensure that you complete this accurately so that we are able to contact you during the recruitment process.
<b>Education/Qualification(s) and Training Courses:</b>	Please list any qualification(s) and relevant training you have acquired along with any grades.
<b>Employment history:</b>	<p>Please give details of your employment history in date order, most recent first.</p> <p>Briefly describe the duties of the role you held paying particular attention to those that are relevant to the role for which you are applying.</p> <p>Jobs working with children or vulnerable adults please list all employment history including any gaps in accordance with "Safer Recruitment" guidelines. For all other roles please list your full employment history up until the last ten years, include other roles that are relevant to the job you are applying for.</p>
<b>Your application:</b>	Please follow the guidance on the application form. We request three referees so that if you do not wish us to contact your current employer we can still obtain two references for you
<b>References:</b>	Please follow the guidance on the application form
<b>Further information:</b>	Please answer "yes" or "no" as appropriate.
<b>Declaration:</b>	Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.

