**GUIDANCE NOTES 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 ink, black ball-point pen or in a typed format for photocopying purposes.

2. Please **do not send** your Curriculum Vitae.

3. One of your references should be your present or most recent employer. If you have not been employed or been out of employment for a long 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 be contacted after an offer of post has been made.

4. The enclosed Person Specification lists the minimum essential requirements for this post. When shortlisting for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.

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 experience and skills. Neither is it enough to just state that you meet the 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 shortlisted for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail.

7. If you are related to any members of staff or the Board of Directors of the charity this should be clearly shown on the relevant part of the form. This should include details of any previous posts held with your current employer. This will not necessarily be detrimental to your application.