guidance notes

# For applicants on completing the application form

Please note that the application form provides all the information that will be used to determine whether you will receive an interview. As a result, please take time and care when completing your application form to ensure that it properly reflects your skills and abilities.

|  |  |
| --- | --- |
| 1 | This application form should be completed in black ink or type, so that the form may be easily photocopied. |
| 2 | Please do not send a CV. To ensure equality of the information provided all applications are requested to complete an application form. |
| 3 | Read through each section of the application form carefully before completing. |
| 4 | Please complete all sections of the form thoroughly, if a section of the form is not relevant or does not apply to you, please state on the form, for example “N/A” (not applicable). |
| 5 | In the sections regarding current and previous employment and education qualifications, please be factual and accurate. |
| 6 | ***Supporting Information*** *–* having considered the job description and person specification, this section encourages applicants to further demonstrate their appropriate experience, skills and abilities and how they relate to the role, gained either as paid, unpaid employment or voluntary capacity. For example a requirement might be ‘Working as Part of a Team’ – in this case you could describe things you have done in previous work (paid or voluntary) or through life experience which demonstrates you can work as a team member and how you meet the requirements listed in the job description. |
| 7 | *Equal Opportunities Monitoring Form* – all applicants are asked to complete this section. This information will be detached from the application form prior to short listing and will be treated confidentially and will be used for monitoring purposes only. |
| 8 | *References* – applicants are requested to give the names of two referees. One must be your current or most recent line manager or school/college, if a student. References from family or friends are not acceptable. Employment is offered subject to the receipt of satisfactory references. |
| 9 | When completed, please read through your application form and ensure that there are no errors or omissions. |
| 10 | Please ensure that the completed application form reaches us by no later than the closing date stated, quoting the appropriate reference number. If your form arrives later than that time it will not be considered.  |
| 11 | By submitting this application form via post you are making a clear declaration that the information you have given is correct and complete, and that non-compliance with this requirement for accuracy will be sufficient for cancelling any agreements made, resulting in summary dismissal. |
| 12 | All information contained in this application form will be treated confidentially, and only information relevant to the post will be considered for the purpose of selecting the most suitable applicant. |
| 13 | If you are unhappy about any section of the recruitment process, you may complain in writing to the *MhIST* board. |