

**Guidance Notes for Applicants**

This application pack includes:

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form

The job description provides information about the post including the duties and responsibilities and basic terms and conditions.

The person specification is very important to the application process. It outlines theskills, knowledge and experience a person must have to do the job. An applicant must meet the requirements of the person specification to be short-listed for interview.

Please follow these guidelines when applying:

* The application should show how you meet each item on the person specification.
* Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace.
* Please fill in all sections of the application form and do not leave blank boxes.
* Continuation sheets can be attached (in moderation) if needed.
* The panel will not read CVs (Curriculum Vitae) or any other additional information.

An Equal Opportunities Monitoring Form is also included in the application pack. We would be grateful if you can return this with your application. It will be separated from your application and will not be seen by anyone involved in the recruitment process.