

## Top Tips for Applicants

### Fully read the Job Description and Person Specification

- You need to read and understand the job description to assess if you meet the criteria for the role prior to applying
- You are unlikely to be selected for interview if you do not meet the essential criteria

### Format of Application

- Fully complete the application form in black font only
- We suggest you type your application, however if you hand write the application, please make sure your writing is legible and use black ink. You may attach extra sheets to hand written applications where necessary, but please put your name, the post you are applying for and the relevant question on the top of each extra sheet
- Check your spelling and grammar closely
- Take your time and check all the details are accurate
- It is advisable that you take a break once you have completed the application and then do a final read through prior to submitting
- Do not submit a CV as these will not be accepted

### Personal Details

- Ensure all personal details, including your contact details, are accurate and completed fully
- It is our practice to contact applicants for interview via email. Please provide a correct email address and check the inbox regularly after the closing date

### References

- One referee must be your current or most recent employer
- References from close relatives or people writing solely in the capacity of a friend will not be accepted
- If you are not currently working with children or young people but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children/young people

### Education & Qualifications

- Detail all qualifications, including dates these were obtained
- Any internal training within previous employment can be listed, if this is relevant to the role you are applying for

### Current & Previous Employment

- Detail overall responsibilities in each role in a clear and concise way
- You should avoid putting too much information regarding your duties into this section, as your supporting statement should detail how your previous experience assists in you meeting the criteria outlined in the person specification

### Supporting Statement:

- This section is regarded as a very important part of your application
- You can add extra information, if relevant to the role, particularly where this may help us to judge how you might perform the duties outlined in the Job Description
- You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the Person Specification
- You can use the headings in the Person Specification in this section and then detail how your experience and qualifications meet this criteria. This allows those on the shortlisting panel to easily identify that you meet the criteria
- Try to keep it concise and relevant to the job role you are applying for