

Advice on filling in the application form

We only interview applicants who meet the criteria for the post. We choose who to see from what you write on your application form. If you follow the advice below you will have the best chance of getting an interview.

We score your application against attributes listed in the Person Specification. So explain carefully how you meet each attribute. For example if skill in report writing is required, you could show this by explaining the sort of reports you have written. (it would not be enough just to say 'I am skilled in report writing'). Put yourself in our place and think how you can help us understand the attributes you possess.

Remember we can only give you credit for what you tell us. We can only give you the extra credit due for skills or experience that are particularly relevant if you tell us enough to show that this is the case.

If there is not sufficient space on the form you may attach further information but remember credit is not given for length, only for meeting the criteria.

In listing previous experience please include all work since leaving full time education and explain any gaps in employment (for example voluntary service overseas or bringing up a family). We may not be familiar with the type of work you have done previously so please explain carefully how it equips you for the job you have applied for.

Almost all jobs require the ability to follow written instructions and most jobs require some skill in written communication. So a form completed fully, clearly and succinctly, as instructed is likely to score more highly.

Information for Applicants

Please apply using the application form, a CV will not be accepted. You may continue on an extra sheet if you wish but please limit any additional information to two sides of A4 paper.

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Successful applicants will be asked to produce proof of their entitlement to work in the UK.

Successful candidates will also be asked to provide certificates for any qualifications they hold which are relevant to the position.

Successful candidates will also be subject to Disclosure Barring Checks (DBS).

Important Information

- The appointment is subject to obtaining 2 satisfactory references.
- Fee's will be paid monthly in arrears by bank credit transfer.
- Hours will be determined based on the business needs however flexible working arrangements will be considered