

**Please read this information before you complete the application form.**

### **Making an application**

Thank you for expressing an interest in this vacancy. Within the advert you will find a job description and person specification. Below you will find an application form.

- You must complete the application form to apply for this vacancy. CV's will not be accepted.
- Each vacancy is based upon a job description and person specification. The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience, and qualifications etc. Remember you will be selected for interview based entirely on the information you provide in your application form. So read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.
- To make sure we treat all applicants fairly, we do not make assumptions about you, we only look at what you tell us about yourself in the application form.
- Complete all parts of the application form and ensure that the information that you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form.
- Previous Employment / Education History – As this post is part of the children's workforce, all periods of time since leaving full-time education should be accounted for e.g. employment, unemployment, voluntary work, raising a family. (Continue on a separate sheet if necessary). All gaps in employment and education history **must be fully explained** on your application form. We may wish to verify this information with you during the recruitment process.
- Please make sure you return your application form by the closing date. No applications can be accepted once shortlisting for the vacancy has begun.
- After the closing date, shortlisting will start. If we haven't contacted you within 10 working days of the closing date you can assume that this time your application has been unsuccessful.
- Please keep free any interview date given, as it is not normally possible to re-arrange an interview