

## Guidance notes on completing the application form

### **Please read these notes carefully before completing the application form.**

The purpose of completing the application form is to enable you to be short listed for interview. Completed application forms are matched against the requirements set out in the person specification to create a shortlist.

It is very important that you complete the application form in full. Please note that we do not accept curriculum vitae (CVs) unless specifically requested on the website and/or advert.

If you would like to receive an application pack in a different format please contact the HR Administrator through [jobs@premier.org.uk](mailto:jobs@premier.org.uk) with your specific requirements.

### **Completing the application form**

You should study the job description and person specification carefully before completing your application form. Whether you are short listed for interview will depend on how well you can demonstrate that you meet the criteria listed in the person specification. We will not make assumptions about your achievements and abilities so you must clearly state on the form how exactly you feel you match the listed requirements.

The following tips are designed to help you complete the application form as effectively as possible:

- Study all the information you have been sent about the job and the application form carefully before you begin to complete the form. Ensure that you are clear about what you are being asked to do.
- Make sure that your application is specific to the job you are applying for. A standard application form, which you have prepared before, may not address all of the items in the person specification.
- Think about the extent to which you possess the skills and experience necessary to do the job. You should then provide information about skills and experience which address all of the items in the person specification. If possible, try to do so in the order in which they are listed.
- It may be helpful to do a rough draft of the form first so as to avoid mistakes and repetition.
- Give examples of your skills and experience and write in a positive way. Remember to write about those things which you have personally been responsible for.
- Make sure that you complete all sections of the application form.
- Select those aspects of your experience, skills and interests that are relevant to the job. Remind yourself of your qualities and skills that you may take for granted.
- Remember to consider relevant skills and experience acquired outside of paid work - for example, experience gained from community or volunteer work, or in your leisure interests.
- When listing your previous jobs, ensure that dates are correct and in the right order, stating your most recent employment first.

If you have a disability, which makes writing difficult, it is possible that the application can be completed in a different way, so please contact the HR department to discuss this further.

We ask all applicants to declare whether they have a disability. The reason for doing this is to ensure we fulfil our commitment of interviewing all disabled applicants who fully meet the job criteria.

Unfortunately we are not able to offer feedback to those unsuccessful at application stage.

## Application Form



### Data Protection Act 1998

Any data about you will be held confidentially and will only be used for recruitment to the post below, and for employment monitoring purposes, though this data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 12 months and if you are successful, the relevant information will be kept as part of your employee file.

**Position applied for** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_

Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post. Please use sub headings according to the selection criteria in the person specification provided in this pack.

Remember that we will be short listing based only on the information you provide and on your ability to meet the selection criteria described in the person specification for this post.

Please refer to the [Guidance notes on completing the application form](#) provided in this pack. You can list experience and knowledge gained from current and previous employment, voluntary work and any other activities which you consider relevant to this post.

Please continue on a separate sheet if necessary

**Qualifications / Training**

Schools, Colleges, University etc.:

Qualification/results	Institution

Other relevant training / qualifications:

Course	From	To	Details

Current professional membership

Membership	Body

Please continue on a separate sheet if necessary

**Employment**

Present or most recent employer: (if appropriate)

Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

Current / most recent salary

Reason for leaving

Notice Required

From:		To:	

**Other employment / experience** (most recent first)

Please include experience relevant to this post together with a record of results and achievements.

Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

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From:		To:	
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Reason for leaving

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Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

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From:		To:	
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Reason for leaving

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Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

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From:		To:	
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Reason for leaving

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Please continue on a separate sheet if necessary

## Personal details form

Post applied for  Date of Application

Surname  First Names:

Title: Miss/Mr/Mrs/Ms (Other - please specify)

Address

Post Code

Telephone no. Home  Mobile

Personal Email

If you are not available on your personal contact details, please provide us with alternative numbers/email and let us know if we need to be discreet: \_

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Do you need a work permit to work in the UK?  Yes  No

Please give dates of when you are unable to attend interview. We cannot undertake to avoid these dates but will try to do so.

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Please tell us below what access arrangements, if any, would be needed if you are invited to interview.

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### Referees (one should be your current or most recent employer)

Please note that any job offer is subject to satisfactory references. We will only seek references for the successful candidate unless otherwise advised.

	Referee 1	Referee 2
Name		
Job Title		
Address		
Post Code		
Email address		
Tel no.		

## OTHER INFORMATION

What are your career interests?

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Is there any other information you wish to give in support of your application?

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### Declaration

I confirm that the information provided on this application form is true and correct.

Signed  Date:

Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration when we receive your application electronically.

Send this form as a Word or PDF attachment to [jobs@premier.org.uk](mailto:jobs@premier.org.uk) before the closing date specified on the advertisement.