

GUIDELINES FOR COMPLETING AN APPLICATION FORM

Please read these notes carefully before completing your application.

- Applicants demonstrating that they possess the knowledge, experience, skills and qualities required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet.
- In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement; an example of how you could approach this is noted on the application form, outlining the STAR technique. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough.
- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may wish to refer to work outside employment such as studying, training, social activities, community or voluntary work.
- Please do not submit a CV as it will not be considered or used for shortlisting.
- The application form should be typed with minimum text size 12, simple font such as calibri, arial, verdana etc. Please check each part of the application for accuracy and all sections have been completed before returning it to us by the deadline date and time stated in the job advert.
- If you have any questions about the application form, please call the Glasgow office on 0141 212 8420.