

## **APPLICATION GUIDELINES**

Thank you for taking an interest in one of our current vacancies. Please use these guidelines when completing your application form to maximise your chances of being short listed for an interview with us.

Please ensure that you complete all relevant sections of the application form in clear, easy to read, handwriting in black ink.

Please do not enclose a CV and refer to the CV rather than completing the form – this will weaken your application.

When you reach the “Experience” section, please complete this carefully. The objective here is to match your qualifications and experience to those required for the job role.

Go through each section of the person specification and match yourself to the qualifications, skills and experience that are being sought for the job role. For example – if the person specification asks for “experience in managing a small team”, clearly state that you have experience of this and give real examples. For example – “I managed a team of 6 in a busy administration department of the local authority and was responsible for the day to day running of the department, performance management of the staff and for their annual appraisals”.

By doing this, we can see that you have the necessary qualifications, skills and experience to do the job and we can test your experience with additional questions during the interview process. What you will have done is to show that, on paper, you are a good match for the role and that you may be selected for an interview.

Unfortunately due to administration costs, we are unable to acknowledge receipt of your application. Therefore if you have not received a response from the College within four weeks of the close date, you may assume your application has been unsuccessful on this occasion.

If you require any additional support or guidance when completing your application, please contact a member of the Human Resources team on telephone (01246) 500 662.

Good luck with your application!