

# Guidance Notes

## How to Apply

Thank you for showing an interest in applying for one of our vacancies. We hope this information will help you with your application and we wish you every success.

Please ensure you carefully read all available information for this job before you start completing the Application Form. **CV's will not be accepted** in place of an application form or as supporting evidence.

Shortlisting will be based on the information provided in the Application Form and it is essential therefore you clearly demonstrate, with examples, how you meet the requirements for the vacancy.

In the Education and Qualification section please make sure you provide details of course title, exams taken and the place of study. If the person specification asks for a minimum number of qualifications, certain grades and specific subjects i.e. 5 GCSE's at Grade C to include Maths, make sure you provide this detail on your application. Putting 5 GCSE's with no grades or subjects will not be sufficient.

In the Suitability for the Post Section of the Application Form make sure you address how you meet the requirements of the vacancy – the clearer/more relevant the information provided, the more transparent to shortlist and the greater success you will have in reaching interview stage.

You must be able to demonstrate how you match the essential criteria of the vacancy eg. If the post requires ICT skills simply saying that you can use computers will not be sufficient. However if you said that “..you regularly use computers in your work, compiling spreadsheets on Excel, creating PowerPoint presentations for training sessions, and creating documents and reports on Word” this would be sufficient. Some of the best applications are those which take each element of the person specification and provide examples as to how that applicant meets that criteria.

Before you submit your application we advise you to:

- Print/save a copy for future reference
- Read through it and make sure it makes sense and has been spell checked
- Make sure you have given enough examples to show how you meet the criteria in the person specification
- Make sure you have copies of all relevant qualifications, ID documents and driving licence (where applicable) as these will need to be checked if you are called for an interview.

You are also requested to complete the Equal Opportunities Monitoring Data which is used purely for monitoring purposes.

Where a position requires a Disclosure Barring Service (DBS) check, we will send you a “Declaration of Previous Convictions” form, along with a numbered envelope. This

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form needs to be returned in the correct envelope. If you are not successful at interview your envelope is returned to you, unopened.

Applications received after the closing date will not be accepted.

*All or parts of the information contained in documentation submitted in application may be stored in manual or computer files and used for the purpose of administration within the ateb group HR department to meet its statutory obligations. Such use will be subject to the provisions of the Data Protection Act 1998. Please refer to our privacy notices and privacy policies in relation to how we use your data.*

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