

## Application Guidance

Applications for all jobs should be submitted by the closing date and time. Either by post (*make sure enough postage has been applied and you have considered late postal deliveries*) or electronically. We will not be able to accept applications after this date.

Please read through the application form carefully before completing. Ensure that you have completed all the required fields.

Tell us anything that you think is relevant to the job in terms of your knowledge, experience and skills. You need to give enough information for us to judge your suitability for the job.

Read through your application and check that all information is accurate before submitting it. It may be useful for you to retain a copy of your application.

If you want to apply for more than one position, please submit a separate application for each job.

The information provided in the Recruitment Monitoring section of the application form is confidential and is not made available to the recruiting panel. This information is used for monitoring purposes to ensure that we're acting fairly when we employ people.

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Advise what we could do to help you meet the criteria.