

# Applicant Guide



**We're so glad you have seen a job vacancy that you would like to apply for! Please read the below guidance on completing our application form to give you the best shot of securing an interview with us.**

## **Review the Job Description**

Before filling out the application form, carefully read the job description for the role you are interested in. Understand the responsibilities, qualifications, and skills etc. as noted in the person specification, required for the position you're interested in.

## **Gather Necessary Information**

Collect all the information you'll need to complete the application form. This may include your personal details, educational background, work experience, references, and any additional certifications or qualifications relevant to the job

## **Section A**

There are 2 Sections to our application form. Section A contains your personal details. This Section is kept completely confidential by HR and is not shared with the shortlisting manager(s)

## **Section B**

This section will contain your Education Background, Work Experience and Supplementary Information. This is a really important section and where you need to clearly demonstrate how you meet the essential (and even better, the desirable) points on the person specification.

## **Double Check for Accuracy & Submit!**

Review the application form carefully to ensure that all information provided is accurate and up-to-date. Check for any spelling or grammatical errors. Once you're satisfied with the information provided, click on Submit. Please note that if you close the web page without clicking 'Submit', your information will not be saved.

**Regrettably we are unable to offer individualised feedback on each application. Should you not receive communication within four weeks following the application deadline, please understand that your application, unfortunately, did not progress to the interview stage on this occasion.**