



Notes for applicants on completing the application form

- Please read all the information provided before completing the application form.
- The form should be completed on a computer or in black ink or black ballpoint pen or typed. This will make it easier for photocopying purposes.
- The information you provide in your application is the only information we will use in deciding whether or not you will be shortlisted for an interview. Please do not send in your CV since this will not be considered.
- Your application form is therefore very important and these notes are designed to help you complete the form as effectively as possible. This is part of Nunhead's Voice commitment to ensuring equal opportunities for job applicants. The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will assess the information contained in your application form against the person specification. Use the Supporting Statement section of the application point to address each point of the person specification in turn. Demonstrate your abilities by telling us about your experience and giving examples. Please indicate clearly which point you are covering
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate fully how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
- One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
- If you are shortlisted for interview, the selection panel will ask you questions based on the person specification and job description which will cover the areas in more detail.