

**GUIDANCE NOTES FOR FILLING IN THE APPLICATION FORM**

When filling in the application form, please use a black pen and write clearly or type into the electronic version.

Please answer every question on the application form, and use a separate sheet of paper to continue your answers if you wish.

When filling in your application, make reference to the person specification, particularly when writing your personal statement. Short lists for interview will be drawn up according to the person specification. Please feel free to include relevant experience from your leisure as well as professional pursuits.

When filling in your referees, please make sure you include full names and postal addresses, emails for each of them, one of the referees must be your current or last employer.

Thank you