

Park Lodge Project

Guidance notes for applicants

1. Read all the information provided especially the Job Description and the Person Specification. The Job Description outlines the duties you will be expected to carry out in this post. The Person Specification lists the skill, knowledge, and abilities that the shortlisting/interview panel will be looking for.
2. It may well be useful to prepare a rough draft before filling out the application form. The application will be photo copied so the form should be completed in black ink or may also be typed.
3. On the front page of the form, in the spaces provided, write the name and post for which you are applying and its location.
4. If any part of the form does not provide enough space please continue on a separate sheet of paper. Make sure that you indicate on the separate sheet of paper the part of the form, which it refers to.
5. Part 1 of the form (personal detail) and part 2 of the form (monitoring) will be detached prior to shortlisting. The information in part 3 to 9 of the application form is the only information which will be taken into account in deciding whether or not you will be shortlisted. Applications will only be considered if submitted on the application form provided, although you are welcome to attach your Curriculum Vitae.
6. Completing part 2 of the form (monitoring) is voluntary but the information requested is very useful as it allows us to monitor the effectiveness of our policies of equal opportunities of employment. All other parts of the form must be completed by all applications. Do not forget to sign and date the form. If you return the form by email you may sign your application if you are shortlisted and invited to interview.
7. Make sure that the application form is sent in plenty of time to meet the closing date. Only in exceptional circumstance will the closing date be extended.
8. After the closing date, the application forms are read very carefully by the shortlisting/interview panel to see how each application relates to the person specification. The shortlisting/interview panel agrees on the shortlist of applicants.
9. All shortlisted candidates will be invited to a formal interview – 3 members of the staff team/management committee will usually carry out the interview. The panel will take notes during the course of the interview. This part of the procedure is to ensure that all applicants are treated fairly.
10. If you need any further information or have any queries please do not hesitate to contact Helen Miller on 0116 270 7319.