

highlights

rural touring scheme

GUIDANCE NOTES: Job Application Form

The Application Form

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- CVs alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.

Section 1: Personal Details

- Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications may be checked on appointment to a post.

Section 3: Present Post

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role “your reason for leaving or wishing to leave” may be verified if we take references per Section 7 below.

Section 4: Previous Employment

- Please give a brief explanation of the main duties of your previous jobs.
- If you have had material gaps in your employment, it would be helpful if you could provide relevant details.

Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Based on the Job Description, think about the knowledge, skills and experience you offer set against the Key Attributes, giving examples of actual activities where possible.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

Section 6: Other information

- A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

Section 7: References

- We will only take up references after a provisional job offer.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.
- Please email your application to: info@highlightsnorth.co.uk