



GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS

Before you start to complete the application form you are advised to read the information which has been sent to you. **Selection for interview will depend solely on the information contained in your application form**, therefore it should be completed **as fully and clearly** as possible. If you need help in completing the application form please contact us.

The application form will be photocopied and should therefore be completed in **black ink**.

A copy of the Job Description and Person specification are enclosed; **please keep these**, as you may need to refer to them if you are called for interview.

The Job description lists the main duties and key tasks of the post.

The Person Specification outlines the qualifications, knowledge, skills and experience needed to carry out the job. **It is against these criteria that your application will be assessed.**

Please read both documents carefully and target your application to the criteria mentioned.

Explain fully how your abilities, skills, knowledge and experience match the job requirements.

Ensure you complete all parts of the application form, whether you are already working for FSN or not. If you do not tell us, we are unable to make the assessment of your capabilities and experience when shortlisting for interview.

All the questions on the application form should be completed in detail. There is no need to include a CV.

Please check the date by which application forms must be received by the Core Services Administrator.

Applications posted the night before, often do not reach us in time to be included for consideration - proof of posting is not proof of delivery. Allowances will be made in the case of a postal strike.