
GUIDELINES FOR APPLICATIONS

- Please complete **all** sections of the Application Form.
- You will be required to provide two referees, of which, one must be your current or most recent employer. Please state the capacity in which the person knows you – this must **not** be a relative or friend.
- You must complete all mandatory fields (marked with *****) otherwise you will be unable to submit your application.
- If you are applying for more than one position, you are required to complete and submit an Application Form for each vacancy. We ask you to do this because a different manager may consider each vacancy.
- Please send your completed application to us, using the 'Submit' tab at the end of the form, no later than 5.00pm on the closing date stated on the job vacancy.
- Invite to interview letters will be emailed to candidates, please ensure you check your spam folder.
- In an attempt to reduce recruitment costs, candidates who receive no invitation to interview within four weeks of the closing date may assume that their application is unsuccessful.

If you need any further assistance in completing your form, please contact the Human Resources Administration office Tel No. 01282 440105 / 440132 (direct lines)

Thank you for your co-operation.