Guidance Notes for completing application form

Part 1 - Personal Information

Disability

The United Nations Convention on the Rights of Disabled People defines a disabled person as someone who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Part 2 - Job-Related Information

Employment and work related experience

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Other Relevant Experience saying why you think this is important.

Part 3 - Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests (if applicable) to the requirements. Your supporting statement should be no more than 500 words in length. This statement will be used for shortlisting and you should therefore highlight relevant skills, knowledge and experience. This can relate to work related information listed earlier or you can give other examples.