



GUIDELINES FOR COMPLETING APPLICATION FORM

Please read the following notes carefully before completing your application form:

- Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities and circumstances required for the job stand the best chance of being shortlisted and selected for interview. The job description and person specification narrate the purpose and job content of the post and detail the skills the successful candidate will need to possess. Applicants who appear to meet all the essential skills and to best match the purpose and job content of the post will be considered for shortlisting and interview.
- In completing the form you should provide evidence that you have the required skills by giving examples of what you have done and saying how you believe you demonstrate possession of those skills. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills, etc. is not enough. It is suggested that your relevant skills that are listed and give examples from your work or general life experience that evidence that you have these skills.
- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the skills detailed in the person specification and the duties and responsibilities in the job description. You may wish to refer to work outside full-time employment such as studying, training, social activities, organising sports, community or voluntary work.
- **PLEASE DO NOT submit a CV** as it will not be read and will not be used for shortlisting.
- The application form should either be word processed, typed or written legibly in black ink as the form will be photocopied. Please check that each part of the application has been completed before returning it to us. We accept either posted or emailed application forms provided

they are returned no later than the closing date. If you return your application form electronically and have not signed and dated the declaration, you will be expected to sign it if you are invited to attend an interview.

- Please note: we retain your personal data (your application forms) for recruitment purposes only and for as long as it takes to fill the vacant post to which your application relates and for any relevant legal (ET) periods to lapse. We securely store your form and undertake to ensure its secure deletion. Your form is shared with no more people than are involved in the recruitment process – i.e. the HR employees who process it and those involved in shortlisting/interviewing. If you are concerned about our storage of your details or would like further information, please write to the Director of Operations, Sarah Wiktorski at swiktorski@stuc.org.uk who will be pleased to assist with your enquiry.