

## **Guidance Notes for Applicants.**

Please read these notes carefully before filling in the application form. They are designed to help you to complete it in as well organised and concise way as possible.

Make sure that you read all the information we send you before you complete the form. Read the *Job Description* and *Person Specification* very carefully – these tell you what the job entails and the kind of person that we are looking for. Don't assume we know anything about you; do state the obvious.

### **Equal Opportunities**

The Arun Sunshine Group wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

In order that we can make sure we are offering equality of opportunity, we ask you to please fill in the *Equal Opportunities Monitoring Form* and return it along with your application form, in a separate envelope marked 'Strictly confidential'. Filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only the Committee Chairman, Project Leader and a member of the interviewing panel.

### **Completing the Application Form**

All the information you write is confidential. Please type or write in black ink – this will help with photocopying. Your application should be contained within the form under the headings provided – no additional material will be considered.

### **Referees**

Please give the names and addresses of two referees. If you are employed or have been within the last three years, one referee should be your current or most recent employer. Don't worry if you have never worked or have not had a job for a long time – you will not be discriminated against because of this. The second referee (or both of them if you have not been employed within the last three years) can be anyone except a member of your family or someone you live with. References will only be sought for the successful candidate.

### **Personal Attributes**

Use the Job Description and Person Specification to decide what it is important to tell us about in this section. Shortlisting will be based on the attributes detailed in the person specification – make sure that you address each one of them.