



## **Guidelines for completing Application form (Project Support Officer)**

Please answer all the questions in as much detail as you can. It is important when supplying details of referees that you answer whether we can contact them prior to interview. It is our policy to try to obtain references prior to interview in order to improve the speed of the recruitment process. If you would prefer us not to contact the referee unless we offer you the position; for example if they are your current employer, please answer no to this question.

Please do not amend the formatting of the Application Form.

### **Further Supporting Information – important**

Please note that this is one of the most important parts of the application form, it is the only chance that you have to inform the panel that you meet the essential and desirable criteria, specified in the Person Specification. Information given here is part of demonstrating your ability to meet the essential criteria. ***If you do not fill in this section as per these guidelines your application form will not be considered.***

This section is numbered, with each number corresponding to an essential requirement we expect you to demonstrate. Please explain in each section how you can demonstrate the relevant requirement.

For example, criteria (3) on the Person Specification says: “You are required to have experience of setting up, maintaining and using spreadsheets” please demonstrate what experience you have of this in the relevant box on the application form. It is essential that you demonstrate how you fulfil each one.

Show that you understand the differences between **experience** and **understanding**, for example experience is what you have done and how/where you have done it; and understanding is telling us what the issue is and what you understand it to mean.

Please ensure that you **demonstrate** how you fulfil these criteria. For example, it is not sufficient to say, “I have experience of working on spreadsheets”. You must demonstrate this by telling us what your experience is and preferably also give an example.

Each individual heading on the Person Specification must be addressed separately.