



## TRELOAR TRUST

### GUIDANCE FOR COMPLETING THE ONLINE APPLICATION FORM

Thank you for your interest in working for Treloar Trust.

**The decision whether to invite you for interview will be made on the basis of the information you provide on the enclosed application form. The notes below are designed to help you make the best of your application and to help us to process it efficiently. Please read them before completing your form.**

1. Read through the online form first.
2. Read the advertisement, job description and person specification to help you think about the job. It may help to arrange an informal visit or to discuss the post over the telephone. Think about what skills, qualifications and experiences you have which will be relevant. Do not forget what you have gained outside of employment; for instance, domestic responsibilities or social and community activities. Make sure you draw our attention to them and show how they are relevant on the "Reason for Applying" section towards the end of the form.
3. You must quote two referees with whom we can confirm the information you have given, and who may be able to comment on your suitability for the job you have applied for. Internal candidates should give their immediate line manager. Other candidates should give their current or most recent employer. Students should give the name of their Head Teacher, Tutor or Professor as appropriate. Relatives are not appropriate. If you are unsure, please contact the Human Resources (HR) department indicated on the form.
4. To help ensure that our Equality and Diversity Policy is effective, all candidates are requested to complete "Equal Opportunities Form". This information is confidential and is used for monitoring purposes only. It is not included in the short-listing and does not form part of the decision to select for interview.
5. Read through the application and check for errors and omissions. You may wish to keep a copy. Ensure that you submit back the form before the closing date. Applications received after the closing date will not be considered unless by prior arrangement.
6. After the closing date, the manager responsible for the vacancy will choose a shortlist of candidates to be invited to attend an interview for the post. Unfortunately we are unable to write back to every applicant, and therefore if you have not heard from us within four weeks of the closing date you should assume that you were not selected for interview on this occasion.
7. If you require particular arrangements or adjustments for attending the interview, please let the HR department know.

Thank you again for your interest and good luck with your application. If you require any further assistance, please contact the HR department detailed within the application pack.