IMPORTANT INFORMATION FOR CANDIDATES

- APPLYING FOR AN EARS POST

Please read and take note of the following before completing your Application Form:

* Please do not send a CV (*Curriculum Vitae*) - EARS only accept CVs as a form of application, in exceptional circumstances and where it has been agreed as part of the application process. Otherwise CVs will be shredded, resulting in the information contained in them being lost. The information required by the service will be contained within the completed EARS Application Form.
* Make sure that you have read and understood both the Job Description and the Person Specification before completing the Application Form. (If you have any queries about the content of either, please do not hesitate to call the office).
* Please ensure that you have read the Application Form carefully before completing it.
* Refer to the Person Specification for the information you are required to include in your responses in the Application Form.

* Do not complete/return the Application Form if you feel you cannot fulfil the criteria or undertake the job as outlined.
* The Application Form Front sheet and Equal Opportunities Information Sheet will be separated from your Application Form upon receipt.

**PLEASE NOTE**

At EARS interviews, candidates are usually required to evidence, demonstrate and/or give examples of the information in their applications - this is usually by giving of a presentation or taking a written test.

If there is to be a presentation or test on the day of interview, candidates will be informed in their interview invitation letter of the details.