

Important Advice Before Completing Your Application Form

We have provided the following guidance notes to assist you in completing your application form.

Please note that the Health Agency cannot invite all applicants for an interview. The decision to shortlist will therefore be based solely on the information you provide on the application form.

1. The application form **must** be completed **typed**. Please **do not** send a CV
2. Read all information carefully, paying particular attention to the:
 - **Job Description:** which gives brief details of the post
 - **Person Specification:** which lists the selection criteria against which we score your application.
Please list your skills and experience, using the essential and desirable requirements, stated in the person specification as headings in your application form.
3. All relevant experience you want the shortlisting panel to consider should be included.
4. References – you **must** provide details of **two** referees. One of which should be your present or most recent employer.
5. On completion of form, please **read** and **check** thoroughly and **sign**.(this maybe by typing in the box or adding an electronic image)

As a voluntary organisation with limited funds, any interview travel expenses other than local costs cannot be paid automatically. If you are travelling for interview, please contact to discuss the expenses available.

Optional link to Equal Opportunities Monitoring on Website

Thank you for your interest in this post