

## GUIDANCE FOR APPLICANTS

**Please read the following notes carefully before completing your application form:**

- Applicants demonstrating that they possess the knowledge, experience and skills required for the job stand the best chance of being shortlisted and selected for interview. The job description and person specification narrate the purpose and job content of the post and detail the skills the successful candidate will need to possess. Applicants who appear to meet all the essential skills and to best match the purpose and job content of the post will be considered for shortlisting and interview.
- In completing the form, you should provide evidence that you have the required skills by giving examples and explaining how you believe you demonstrate those skills. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills, etc. is not enough. It is suggested that you use the points listed in the job description and person spec and give examples from your work or general life experience that evidence that you have these skills.
- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the skills detailed in the person specification and the duties and responsibilities in the job description. You may wish to refer to work outside employment such as trade union lay activism/representation, education, training, social activities, community and/or voluntary work.
- We remove all personal details from applications before they are shortlisted, including your name and educational institutions.
- Please complete the Equality Monitoring Form and submit this with your application form.
- **PLEASE DO NOT submit a CV** as it will not be read and will not be used for shortlisting.
- The application form should be completed using a professional font and legible font size such as Pt 12 or 14. Please check that each part of the application has been completed before returning it to us, including the signed declaration. You can insert an electronic signature or type your name in this section.
- Please note: we retain your personal data for recruitment purposes only and for as long as it takes to fill the vacant post to which your application relates, and for any relevant legal periods to lapse. We securely store your form and undertake to ensure its secure deletion.

Your form is shared with no more people than are involved in the recruitment process – i.e. the HR employees who process it and those involved in shortlisting/interviewing. If you require further information or would like a copy of our privacy notice please write to the STUC Director of Operations at [swiktorski@stuc.org.uk](mailto:swiktorski@stuc.org.uk)