

# Guidelines for completing application form

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**Please read these notes carefully before completing your application form**

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- Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities and circumstances required for the job stand the best chance of being short-listed and selected for interview. The job description for the post shows the purpose and job content of the post whilst the person specification lists the criteria the successful candidate will need to meet. Applicants who appear to meet all the essential criteria will be considered for short listing and interview.
- In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done and saying how you believe you meet each requirement. The short-listing panel will not make any assumptions. Simply asserting that you have the required knowledge, skills etc is not enough. We suggest that you use the selection criteria as headings, in the order they appear on the person specification, to make sure that you address each criterion in turn.
- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may want to refer to work outside full-time employment such as studying, training, social activities, organising sports, community or voluntary work.
- In every section, if you feel you need more space, use extra sheets of paper. Please make sure that any additional sheets that you include with your application are clearly headed (eg Section A, B, C etc) and show the job reference number of the post you are applying for.

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- **PLEASE DO NOT SUBMIT A CV AS IT WILL NOT BE READ AND WILL NOT BE USED FOR SHORTLISTING.**
- The application form should either be word processed, typed or written legibly in black ink, as the form will be photocopied. Please check that each part of the application form (sections A-H) have been completed before returning it to us. Completed application forms will be accepted on tape. The TUC is prepared to make reasonable adjustments for candidates with disabilities who meet the essential criteria.
- We accept posted, faxed and emailed application forms. However, if you return your application form to us in an electronic format and have not signed and dated the declaration, you will be expected to sign it if you are invited to attend an interview.