

Guidance notes

All sections of the application form must be completed. Please pay particular attention to the sections marked:

- **Convictions**
- **References**
- **Additional information**

These three sections are explained below.

Convictions

In order to protect the interests of the community, every effort is made to ensure information provided by applicants is accurate. This is achieved by seeking references and police checks for certain posts. The Rehabilitation of Offenders Act (1974) states that an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred, i.e. the conviction is spent. Only offences that are not spent need to be declared.

References

Please give the names and addresses of two people from whom references may be obtained. These should be your immediate manager/supervisor at your present or most recent employer and one other person who knows you in connection with your work. If you have not been employed before you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. You should ask permission from your proposed referees prior to naming them. References will normally be taken up if you are offered an interview. If you do not wish a referee to be contacted at this stage please indicate this in the appropriate place on the form.

Additional information

Use this section to provide information in support of your application. This should include details of previous experience, your attributes, why you consider these to be relevant to the post, and a demonstration of your suitability for the position. Please also include the reason for applying. Continue on a separate sheet if necessary. Any additional sheets should be secured to the application and should not include any details that would reveal personal details such as name, gender, race, etc.