

Notes for Applicants

It is important to study the requirements for the job carefully. This sets out the experience, skills and knowledge which are required to carry out the job description.

If you do not fulfil most of these requirements, you are unlikely to be considered for interview.

In making your application, you should consider the list of what the job involves and the skills, knowledge and experience and provide information about the ways in which you meet them. Make it clear which part of the job description and skills/knowledge you are referring to.

It is not usually sufficient to say that you have experience in a particular field. You need to demonstrate what that experience involves, for example, if you say you have experience of producing different kinds of communication, briefly say what these were, what their purpose was, and how they were used.

Please do not send a CV with your application form. The shortlisting committee will be looking for evidence that you have specifically addressed the demands of the job.

Legibility and accuracy are helpful. Whilst the shortlisting committee will be assessing your application against the requirements of the job, it is nevertheless true that inaccuracy and poor presentation of an application form can undermine an applicant's assertions about her/his skills.

Many applicants will already have taken these factors into account, and failure to be shortlisted does not imply that you have not done so. However, some applicants may find these notes help them to improve their applications for future jobs.