

## **Guidance Notes for Candidates**

Please ensure that you complete the application form in full including the equality monitoring form otherwise your application will not be accepted and returned to you. Applications should be completed electronically or by hand using black ink and in capitals. Any continuation sheets must be attached to the application.

Completed applications must be returned by the closing date shown on the job advertisement. Applications received after the closing date will not normally be accepted.

**Please do not submit a Curriculum Vitae as it will not be considered.**

Your application will be treated in the strictest confidence. Please view our privacy notice for more information.

The information that you provide in your application form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview.

The information provided on the application form will be assessed against the criteria on the Person Specification and used to decide who will be shortlisted and invited for interview.

Your personal information and the Equality Monitoring form is for HR purposes only and will be separated from your application before the consideration of candidates takes place by the selection panel.

## **Additional Notes**

### **Current or Latest Work Experience**

Start with your current or last employer and then list the work experience you have gained previously. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time, please give details of other experience or training. Please also provide details of any unpaid or voluntary work. Further information may be added on a separate sheet if necessary.

### **Education and Qualifications**

All qualifications should be listed. If your period of study was longer than normal to obtain the qualification please explain why (eg part-time or distance learning study).

### **Further information in Support of Application**

This section offers you the opportunity to promote yourself and explain why you should be chosen for the job. You must demonstrate that you have the necessary skills and experience to apply for the position, as identified in the job description and person specification, and provide examples of how you meet the criteria for the post.

### **References**

Your referees should include your existing or most recent employer, to whom reference may be made in support of your application concerning your professional ability and performance at work.

### **Disability**

*We have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no-one is disadvantaged because of their disability.*

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*We guarantee to interview anyone with a disability who meets all the essential requirements for the post. Please indicate on the form if you would like your application to be considered under the terms of this guarantee.*

*If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview. If there are any adjustments you require us to make to the shortlisting process, or any information you wish us to take into account when considering your application, please let us know.*