

APPLYING ON LINE

Please complete **all** sections of the application form. The information you supply is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Completing the online form. Before you complete this form you will need to have the following to hand; • Your National Insurance number • The Names and addresses, including Postcodes, of two people that you have chosen to give you a reference. (They must not be related to you).

You will also need an email address, as when the form is completed and submitted, a copy of your completed form will be emailed to you in PDF format.

There is an option to save the form whilst it is partially completed, although once the form has been submitted you will not be able to access it again.

To save the form, select the '**SAVE**' button at the bottom of your screen. You will then be asked to either '**Create a New Account**' or '**Use an Existing Account**'.

To '**Create a New Account**' you will need to enter; **Your Name, Your Email Address, A Password** and then **Confirm Your Password**. You will be sent an email with a link to access the form again.

Depending on how your computer has been set up, the link will either take you straight to your partially completed form or it will ask you to '**login**' to access the partially completed form. It is therefore a good idea to try to remember the details that you used to create an account for future reference.

Once your completed form has been submitted you will be given a reference number for your records. This reference number will be on the PDF which will be automatically emailed to you upon submission providing that you entered a valid email address.

Important:

Should you be invited to interview you will be required to sign a hard copy of your application form declaring your application is a true statement. (Any false statement may disqualify you from employment or make you liable for dismissal).