**NOTES ON HOW TO COMPLETE THE APPLICATION FORM (ATTACHED)**

Please complete the application form electronically.

Enter text by clicking in the top left-hand corner of the appropriate box. We prefer to receive applications electronically to the e-mail address given in the advert. In so doing there will be a presumption that the information you have provided is true and complete. If you are invited to attend the interview you will be asked to sign the declaration page of your application on your arrival.

All of the boxes are pre-set to Arial 11 point.

The text boxes in the “career history” section are expandable. You can add as many as necessary. Other text boxes are not.

If completing in black ink you may find that you have insufficient space in which to detail your career history. If so, you should continue on a separate sheet of paper using the format in this form.

**Career History** - list achievements rather than tasks or responsibilities. We want to know what **you can do** that is relevant to the job you are applying for

**Name:**

**Qualifications, skills and competences.**

Please refer to the job description, qualifications and skills for this post and say how your skills, abilities, knowledge and experience demonstrate your suitability against these competencies.

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| **Making Effective Decisions (**in no more than 400 words) |
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| **Collaborating and Partnering (**in no more than 400 words) |
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| **Leading and Communicating (**in no more than 400 words) |
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| **Delivering at Pace (**in no more than 400 words) |
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| **Attention to Detail (**in no more than 400 words) |
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| **Technical expertise- *as per job description* (**in no more than 500 words) |
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**Reasons for applying\***

Please say in no more than 500 words why you are applying for this post.

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|  | Career HistoryPlease describe your career to date, starting with your most recent employment first and work in reverse order. Please account for any intervals, and complete the details, if necessary, on a separate sheet of paper.  |  |
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|  | Current employment |  |  |  |
|  | 1. Employer’s name and address |   |  |
|  | 2. Your position / Job title |  |  |
|  | 3. Dates employed |  |  |  |
|  | 4. Brief outline of reporting relationships, skills and achievements |  |  |
|  |  |  |
|  | Previous employment |  |  |
|  | 1. Employer’s name and address |  |  |
|  | 2. Your position / Job title |  |  |
|  | 3. Dates employed |  |  |  |
|  | 4. Brief outline of reporting relationships, skills and achievements |  |  |
|  | 5. Reason for leaving |  |  |
|  |  |  |
|  | Previous employment |  |  |  |
|  | 1. Employer’s name and address |  |  |
|  | 2. Your position / Job title |  |  |
|  | 3. Dates employed |  |  |  |
|  | 4. Brief outline of reporting relationships, skills and achievements |  |  |
|  | 5. Reason for leaving |  |  |
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|  | **Time unaccounted for:**Please state any periods unaccounted for e.g. career breaks, unemployment etc |  |  |
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###### PLEASE ENSURE THAT YOU HAVE COMPLETED THE FOLLOWING DECLARATION:

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| DECLARATIONWhen you are satisfied you have completed all the questions fully, please sign below to affirm that the information you have provided is to the best of your knowledge true and complete. If you provide any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal. Name Date  |
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**Key Competencies**

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| **Competencies** | **Description** |
| Making Decisions  |  |
| Leading and Communicating  |  |
| Collaborating and Partnering |  |
| Delivering at Pace |  |
| Attention to Detail |  |