

Guidance Notes

Completing the Application Form

- Complete the form as clearly as possible in black ink or type.
- Use the job description included in the application pack to tell us how you meet the qualifications, skills and experience required to do the job.
- Tell us about the qualifications and courses you have attended that are relevant to the job.
- Make sure that you complete the application form as fully as possible, failure to do so may mean that we are unable to shortlist your application.

We do not accept CVs.

Completing the Equal Opportunities Monitoring Form

- Complete the form in black ink or type.
- This sheet will be separated from the main application form before the shortlist is compiled. It is only used for monitoring our Equal Opportunities Policy.

References

Give the name and addresses of two people who are prepared to give a reference on your behalf. One of these must be your current, or if you are out of work your most recent, employer.

Returning your completed form

Send your completed application and equal opportunities monitoring form to jobs@ngi.org.uk