

**Please read this information carefully before completing the application form.**

- All applicants are required to complete an application form we will not accept CVs in place of, or in addition to, the form.
- Before you start to complete the application form it is important to read the Job Description and Person Specification. **The Person Specification is very important in the application process.**
- Please fill in all sections of the application form and do not leave blank boxes.
- Application forms will need to be photocopied so please use black pen or type. Forms will be disregarded if the handwriting is illegible.
- Please ensure the job title is shown on the application form.

### **Further Information in support of your application / Supporting Statement**

- The application should show how you meet **each item on the Person Specification**. Please give clear, concise examples illustrating how you meet the criteria.
- When giving information in support of your application please consider that the short listing panel may have to evaluate many forms.
- Shortlisted candidates will be invited to interview.
- If you have not heard from us by the interview date your application has been unsuccessful.
- We **do not** give feedback to non shortlisted applicants

### **Before submitting your application**

- Check through the form to make sure that you have included all your relevant skills and experience. Remember: the application form is the only thing we see.
- An Equal Opportunities Monitoring Form is also included in the application pack. This should be returned at the same time as your application. It will be separated from the application and will not be seen by anyone involved in the recruitment panel.
- Finally, make sure you return the form by the closing date. We are unable to consider late applications.

### **Reasonable adjustments for disabled applicants**

- MCDT will endeavour to make reasonable adjustments to enable disabled applicants to attend for interview.
- To qualify for an interview under the two ticks scheme you must meet the minimum requirements on all the essential criteria of the role

### **References**

- The candidate who is successful following the interview will be conditionally offered a job, subject to the receipt of satisfactory references and legal eligibility status to work in UK checks. MCDT may take up your references prior to interview if you have given your consent for this, and these will be retained by the HR until interviews have been completed. They will not be seen by the interview panel