Guidance notes for applicants

If you have any queries regarding your application or any technical problems with the online form, please email: support@jobsgopublic.com.

- You will need to register your email address and provide a personal password before starting an online application.

- When completing the online application form, please ensure that all mandatory fields are completed, as the form cannot be submitted if any of these are incomplete.

- If you apply online for more than one job, you must submit a separate online application for each.

- Please read your online application form completely before submitting it, ensuring that you provide all the information we need.

- Please check that all information is accurate with no spelling or typographical errors.

- Please ensure you have fully read the job profile and competency profile when completing your application.

Job Description

This document details the main duties and responsibilities of the job.

Person Specification

This document tells you what qualifications, knowledge, skills and experience you need to do the job.

Please evidence you meet all the criteria being assessed at the application stage in your application form. You will be guided to do this through specific question(s) included in the online application form.

You may add further relevant information in the 'personal statement' section of your application form and can attach a CV, if you wish.

Please also ensure you meet all the criteria being assessed at a later stage during the selection process, otherwise your application will not be progressed any further at a later stage during the recruitment process.

Application Form

If you want to apply for more than one position, please submit a separate application form for each job. Please tell us anything that you think is relevant to the job in terms of your knowledge, skills and experience. You need to give enough information for us to assess your suitability for the job.

Please also complete the Diversity Monitoring section of the application form. This information is confidential and it is not available to the recruiting panel. This information is used for monitoring purposes only.