

GUIDANCE NOTES regarding filling out the application form.

Please read all attachments on the web page relating to the advert.

Fully complete all sections on the application form.

Supporting statement must be no longer than 3 sides of A4.

You must include a full work history from leaving school

MONTHS and YEARS must be stated for **all** dates.

REFERENCES

Make sure your referee has agreed to write a reference.

Work references should be written from the company and not from a colleague unless they are qualified to do so.

You are asked to provide a valid email for both references.

SHORTLISTED Candidates

References are requested for all shortlisted candidates, unless you have stated otherwise on your application form.

You will be asked to complete a self-disclosure form which we will send you.

Application should be sent to info@parkwoodhall.co.uk however, if you choose to post your application form make sure you have the correct postage for the envelope, and it must arrive by noon on the closing date.

If shortlisted you will be required to sign your application form at the interview.

Thank you