# **Explanatory Notes for Candidates**

### Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that all of your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Short listing will be based solely on the information furnished on Form **A2**; therefore you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read through the Application Form fully and then complete both Forms **A1** (one page) and **A2.** The application should be typed.
4. Completed Form A1 will be kept with the Recruitment Administrator. Part A2 only will be given to the recruitment panel.
5. Keep a copy of your completed Job Application Form.
6. Applications will only be accepted by email no later than 5pm, Thursday 5th June 2025.
7. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
8. Referees will only be contacted by a member of the Management Committee or Coordinator with the permission of the candidate.
9. Canvassing will disqualify.