

We will use the information supplied on your application form to decide whether to select you for interview. Please follow the below guidance in order to maximise your chance of obtaining an interview with us.

General Guidelines

Shortlisting will only be based on the information you put on the application form, therefore please **do not** submit a CV or Cover Letter.

Ensure that you have **downloaded the job description and person specification** for the role you are applying for when filling in the application form. This is what the Guild selection panel will be comparing against when shortlisting, so bear it in mind at all times when considering your answers. It will also explain what the role involves.

Completing the Application Form

Each role has its own unique online application form. You can apply for multiple roles if you wish but you must submit a separate application form for each role.

Main Question: What skills, knowledge & experience make you a strong candidate for this particular Guild post?

This is the main question of most application forms and requires a longer answer. Some application forms may have a slightly different question(s) but the advice below still applies.

Your response will be measured against the **person specification for the role you are applying for**, so please refer to this when writing this.

Very brief answers mean we cannot get an idea of your skills and experience and you will be unlikely to be selected for interview. We advise that you provide examples to help support your answer and you can use the format below to help you:

- **Circumstance** – One line to indicate the situation/example you are providing
- **Action** – One or two lines on your contribution to the situation
- **Result** – Give an indicator of your success e.g. outcomes or results achieved
- **Skill** – Specify what skills/experience this example demonstrates

Once you have completed your application form, please **check your emails regularly** (including junk/spam folders) for updates.