



LONDON BOROUGH OF WALTHAM FOREST

COMPLETING YOUR APPLICATION FORM GUIDANCE FOR APPLICANTS

COMPLETING THE APPLICATION FORM

- The application form is the only information we have to decide whether or not you meet the requirements for short listing. These requirements are stated in the job advertisement, job description and person specification.
- You should complete the application form as fully as possible and be sure to state clearly the post that you are applying for.
- Make sure you say how your skills and experience (gained in either paid or unpaid work) are relevant to the job that you are applying for, using the documents stated above as a guide.
- Write your application in draft form first. This helps you to avoid mistakes and repetitions, and may help you to remember skills or experience that you had forgotten.
- Do not send in a Curriculum Vitae as the Council requires candidates' information to be in a standard format on its own application form.
- Name and number any continuation sheets.
- Please give telephone numbers of referees where possible.

RETURNING YOUR COMPLETED FORM

- Late application forms cannot be accepted. Make sure you post your form in good time for it to reach the department by the closing date given in the advertisement.
- You may find it useful to keep a copy of your application form.

EQUAL OPPORTUNITIES

- Make sure that you read the enclosed copy of the Council's Equal Opportunity Policy Statement. Questions will be asked about this at interview.