

GAVO APPLICATION FORM GUIDANCE NOTES

PLEASE NOTE YOU MUST DOWNLOAD/SAVE A COPY OF THE APPLICATION FORM AND EQUAL OPPORTUNITIES FORM BEFORE YOU ARE ABLE TO COMPLETE THEM. (TO DO THIS PLEASE SELECT THE “SAVE AS” OPTION WHEN YOU OPEN THE FORMS).

Please be advised that you will only be assessed on the detail provided in the application form. GAVO does not accept CVs or postal applications – only electronically received applications will be accepted.

The following has been collated to provide guidance in completing the application form and to give applicants the best opportunity of being shortlisted for interview.

When completing the application form please ensure the following –

- *You place the job title in the subject line of your e-mail and attach the completed Application Form and Equal Opportunities form as separate documents – You will then receive an e-mail confirming receipt of your application form.*
- *Complete each section of the form and ensure the additional information is attached when submitting the form.*
- *The skills, experience and abilities are listed in the Person Specification. You should explain clearly with past examples as to how you have displayed each of these previously. The experience listed should primarily be work related however you may also include examples from voluntary work or your personal life.*
- *Please confirm by e-mail the identity of any GAVO member of staff you are related to if applicable.*

The job advert will detail the actual date of interview or the week in which the interview will take place. These dates cannot be changed as an interview panel will have been appointed.

The job advert will detail a salary scale – the successful applicant will start employment with GAVO on the starting salary.

If you have not been shortlisted for interview for the post, you will not be contacted.

If you have attended an interview, you will be contacted to advise the outcome of the interview process.

May I take this opportunity to thank you in advance for your application for a position with GAVO.

