



# Making Successful Applications

We want you to have the best possible chance of being short-listed and appointed to the post you have applied for. We have prepared the following guidance notes to help you complete the application form to the best of your ability. It would help if you read these notes before completing the form.

## Completing the Form

You can find our application form on our website next to any vacancy and we would prefer it if you could complete the form electronically. Alternatively you can request a paper copy of our application form by contacting the recruitment team. If you require an application form in an alternative format such as Braille please contact the recruitment team. Taped applications are also welcome.

Information you provide will be treated as confidential. The form is divided into three parts. The first section including your name and address won't be available to the recruiting manager at the short-listing stage however will be available at the interview stage. The main section is used at both short-listing and interview stage. The final page is detached from your application and used for monitoring purposes only, the recruiting manager will never see this section. If you require any guidance or assistance in completing your application please contact us.

Please note we do not accept CVs, if you send us any CVs alone or attached to an application form they will not be accepted.

## Personal Details

Please enter your personal details fully and clearly so that we can contact you easily and quickly should you be short-listed. Please note that where an email address is supplied, this will be the main method of communication for all applicants throughout the recruitment process. Please check your email account's Spam or Junk folder to check for any WDH emails that may be filtered.

Please also state clearly the position applied for, and location, together with a post reference number from the advert.

## References

We require at least two written references. One should be from your present, or last employer if you are not currently employed. We also take up references from previous employers over the past 12 months. The second referee should be someone who can comment on your work capability, for example, a previous supervisor / manager or school head teacher. References are not acceptable from relatives or friends. The referees of the successful candidate will only be contacted following an offer of appointment.

## Education and Training

We are interested in any training and education you have undertaken, including those courses that did not lead to an examination or qualification. These could be non-vocational classes or in house training with your current or previous employer. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment. Please ensure you clearly state the grade and level of qualification you received, if you need further help with this please refer to the FAQs page.

## Employment Record

Please give your full employment history for the last five years in date order with the most recent first. We are also interested in any employment you may have had which is relevant to the post including part time, voluntary or holiday work. Please give your reasons for leaving.

## Knowledge, Skills and Experience

The job advertisement describes the skills, experience and qualifications we are looking for. In addition there is a job description and person specification for the job which can be accessed one through the internet. You should read them carefully as they form the basis against which you will be assessed.

The minimum requirements you will need to get an interview are called the short-listing criteria. These are listed on the Person Specification, to ensure you have the best chance of getting an interview make sure you tell us how you meet these points. If a large number of applicants have these we will use the other essential criteria and also possibly the desirable criteria to reduce the short list to a manageable number. Please refer to the FAQs page about our guaranteed interview scheme.

From the information in the advertisement, job description and person specification we work out if you have the skills, knowledge and experience we are looking for. Remember that the skills and experience you have gained outside of paid work, for example from domestic responsibilities, unpaid or voluntary work and so on, can demonstrate skills that you have taken for granted.

In this section you should demonstrate how your knowledge, skills, personal qualities and experience match the requirements of the job. Do not simply repeat your career history or substitute this section for a CV. Be specific about what you have done, what you did that was successful and the relevance that it had.

Above all remember to tell us about yourself.

Please don't mention your name or any other personal information in this section or on any supporting information (such as additional sheets). If you do use any additional sheets make sure you quote the vacancy reference number shown on the advert.

## Returning your Application

Please ensure that all sections are fully completed and dated. Your completed application form must be received by the closing date. Any forms received after this date may not be considered for short-listing.

Please return your completed application form electronically to [recruitment@wdh.co.uk](mailto:recruitment@wdh.co.uk)  
If we have problems opening your application form electronically we will contact you.

**delivering promises, improving lives**

If you have completed a paper application form please return by hand or by post to;

WDH - Recruitment  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX

If you need any further support with application forms please contact our recruitment team by email to [recruitment@wdh.co.uk](mailto:recruitment@wdh.co.uk) or on 01977 724698.