

ADVICE TO CANDIDATES APPLYING FOR POSITIONS IN UNISON

All applicants will be treated in the same way whether they are external or internal candidates. Applicants should be aware that UNISON will treat all candidates equally whatever their race, gender, disabilities, sexuality, age or other status.

Applicants should complete an application form as fully as possible, legibly and clearly, giving as much information and evidence as possible of all their skills and experience.

Internal candidates should advise their manager that they have applied for the position.

Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. No assumptions will be made about the candidates so the application must be detailed and accurate. Applicants should use the information provided to assist in the completion of the form.

Some applicants may wish to use other interests or additional information category on the form to refer to information which may further support their application. It may not be direct work experience but more related to experience gained elsewhere such as running a club, a play group, community work, voluntary unpaid experience and so on.

Applications will be accepted up until the end of the close of work on the date given on the advertisement.

Shortlisting

Those candidates who match the person specification most closely from their completed form will be shortlisted. However, candidates should be aware that some positions may attract a large number of applicants and, normally, only a maximum of six people will be shortlisted for one position.

Shortlisted applicants will be sent full details of the selection process, including the interview.