

Completing the application form

- Do you meet the requirements of the essential criteria in the Personnel Specification?
- Have you clearly demonstrated this on the application form? Remember that the shortlisting panel can't make any assumptions about skills and experience you may have.
- Have you included contact details for two referees? One of them should be your Line Manager from your most recent job. Remember to ask their permission before including them.
- Have you included full information about:
 - Your qualifications
 - Registration details and pin number (if applicable to you)
 - Work experience - always include the exact date if possible
 - Medical history
 - Criminal convictions
- Have you completed all parts of the form fully including the monitoring form?
- Have you signed the form in the relevant place(s)?
- Have you created a good impression (i.e. correct spelling, neat and tidy)?
- Will your application form be received by the Human Resources Department before the stated closing date and time?
- Did you keep a photocopy of the completed application form for your own reference?
(If you have applied online using www.hscrecruit.com your application form will be saved so this is not necessary)