

## **GUIDELINES ON COMPLETING YOUR APPLICATION FORM**

To apply for a vacancy at the College you will need to complete the Colleges Job Application form. Please note CVs/covering letters will not be accepted. If you send your CV without fully completing all sections of the application form your application will be rejected.

Please either type your application or use black ink.

If you have difficulty completing this application form, or you have a disability which prevents you from completing this form, please contact the HR Team on 0161 952 4801 or [human.resources@trafford.ac.uk](mailto:human.resources@trafford.ac.uk) who will be happy to discuss with you alternative options for submitting an application.

The information you provide on your application form will be treated as confidential and will not be disclosed without your permission. In line with the Data Protection Act 1999 we must inform you that some of the data you supply will be held on computer and/or paper based files.

The information contained in your application form will be used by the College to decide whether or not to invite you to the selection stage. When completing the additional information section of the application form please try to demonstrate how your skills, abilities, experience and qualifications meet the requirements of the post as detailed in the person specification. If you can, try to explain how you meet the criteria by providing evidence and examples from your previous experience. You can use examples from paid employment, voluntary work or any other situations. If within your application form you do not demonstrate how you meet the essential requirements for the post, as detailed on the person specification, you will not be selected for interview.

Completed application forms can be emailed to [human.resources@trafford.ac.uk](mailto:human.resources@trafford.ac.uk) Alternatively application forms can be returned by post to Trafford College, HR Department, Talbot Road Stretford, Manchester, M32 0XH. If returning your completed application form in the post please ensure you apply the correct postage as forms received after the closing date may not be eligible for consideration.