

NOTES TO ASSIST YOU IN COMPLETING YOUR APPLICATION FORM

Please read the following information carefully before completing your application form as the application form will be used to support the short listing process.,

If handwriting the application form please use black ink and CAPITAL letters & retain a photocopy as a reminder of what you wrote

You should have access to the following information as part of the job pack:

- Job description & person requirement
- Application form

Job Description

This lists the key areas of the job you are applying for. This is not a comprehensive list of every duty you may have to perform but is designed to outline the main areas of responsibility and details of the position.

Person Requirement

This lists the qualifications, skills, experience, knowledge and personal attributes we are seeking. You will see that these may be essential or desirable requirements of the job. Please note that skills and/or experience you may have gained through voluntary work is also eligible to include. Please take time to examine the essential criteria for the position. If you fail to meet the essential criteria your application will not be progressed.

Filling in the Application Form

- Please do not substitute your C.V. for the application form. However, you are welcome to attach your C.V. if you wish to.
- Education / Training. Give details of schools, colleges, evening classes or training that you have attended or are currently attending. Please include qualifications and grades achieved
- If you have not held a permanent job before, please give details of any voluntary or community work that you do.
- Supporting information. In the General Comments section, please use this space to tell us how your experience matches what we are looking for, giving support information to demonstrate this. The staff who will be short-listing your application cannot guess or make assumptions as to what your experience has been. Write in a positive way (e.g. I was responsible for ..., I organised ...), stressing your personal responsibilities rather than those of the section, department or company. If the ability to do a specific task is required, explain why you think that you can do it. If you have no experience, consider all your experience and training whether paid or unpaid, voluntary, domestic or leisure activities.

Interview

Those selected for interview will be informed within seven days of the closing date. If you do not hear from us within this period, please assume that you are not amongst those short-listed. If this is the case, we trust that it will not deter you from applying for other vacancies as and when advertised by SWC Trade Frames Ltd.

Complaints

We strive to ensure that all stages of our recruitment and selection process are fair and equitable. If you feel that you have been unfairly treated, please write to us explaining why and we will investigate the matter.