

## **GUIDANCE NOTES FOR COMPLETING YOUR JOB APPLICATION FORM**

1. It is our intention to appoint the best candidate for every vacancy and to enable us to do this fairly, all applicants should provide relevant information about themselves. This information should relate directly to the responsibilities of the job for which you are applying, which are listed in the job description you have received.
2. The following general points should be complied with:
  - a) Read the job description carefully and ensure that your application takes full account of these.
  - b) Complete all sections.
  - c) Include your name and address on the contact sheet. Do not include your name or address on the application form which will be referenced for this purpose.
  - d) Only include relevant information.
  - e) Do not enclose a CV.
  - f) Do not enclose a covering letter.
3. The following relates to the completion of specific sections of the form:
  - **EMPLOYMENT HISTORY**  
For each job state the name of your employer, outline your main responsibilities and the give the length of your employment. Bear in mind the need for relevance to the job for which you are applying.
  - **INFORMATION IN SUPPORT OF APPLICATION**  
Please demonstrate in this section how your experience and abilities relate to the skills and experience that we consider necessary to carry out the duties of the job (as detailed in job description.)
  - **REFERENCES**  
References may be sought as part of the selection process: that is, before or after interview and prior to any offer of employment being made. Please include one referee whom you would wish us to contact at that stage; your employer will be contacted only if you are likely to be offered the post.

#### 4. Internal Applicants

Internal applicants will apply in the same way as external applicants ie by completion and return of the standard application form. It is not acceptable to request that a copy of the last such form on your file be submitted by way of application. In addition, one of the referees provided must be from an external source.

Please return your completed Application Form for Employment along with the supplementary Contact Sheet and Private and Confidential forms to the address below.

Email: [recruitment@swt.org.uk](mailto:recruitment@swt.org.uk) (preferred method of application)

Post to: Recruitment, Scottish Wildlife Trust, Harbourside House, 110 Commercial Street,  
EDINBURGH, EH6 6NF

For further information tel 0131 312 7765. Fax: 0131 312 8705.

***Thank you for applying for this vacancy. If you have not heard anything within one month of the closing date, please assume you were unsuccessful on this occasion. Unfortunately as a charity we do not have the resources to reply to all applicants on an individual basis but appreciate your interest in working with SWT.***