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**Guidance Notes for Applicants**

**Please read this information carefully before completing the application form.**

* All applicants are required to complete an application form. Unless specifically stated, we will not accept CV’s in place of, or in addition to, the form.
* Before you start to complete the application form it is important to read the Job Profile. **The Job Profile is very important** **in the application process**. An applicant must meet all the essential requirements on the Profile to be shortlisted for interview. If you can demonstrate in the application that you meet the expectations, please do so.
* Please fill in all sections of the application form and do not leave blank boxes.
* Application forms will need to be photocopied so please use black pen or type. Forms will be disregarded if the handwriting is illegible.
* Forms can be reproduced on a computer but all questions must be exactly as the original.
* Please ensure the job title is shown on the application form, as we are often dealing with more than one post.

**Further Information in support of your application / Supporting Statement**

* The application should show how you meet **the Job Profile**. Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace. Word Count 500 max.

References

* + All candidates who are successful at interview will be conditionally offered a job, subject to the receipt of satisfactory references and legal eligibility status to work in Britain checks. These checks do not form part of the selection process, and are only applicable to the successful candidate.
	+ All posts require DBS and/or Police Vetting, this will be identified in the job profile.

Before submitting your application

* Check through the form to make sure that you have included all your relevant skills and experience. Remember: the application form is the only thing we see, we cannot guess about your skills and experience, so tell us even if it seems obvious.
* Print off and keep a copy of your completed application form.
* Finally, make sure you return the form by the closing date. We are unable to consider late applications.

**Reasonable adjustments for disabled applicants**

* Remedi will endeavour to make reasonable adjustments (access, personal assistance etc) to enable disabled applicants to attend for interview. If you identify yourself as a disabled person and may require reasonable adjustments to be made in the event you are shortlisted for interview, please describe what these would be on a note attached to your application form.