

## APPLICATION FORMS cont

Take note of all instruction on the application form—if it requests you fill out the form to accompany your CV, then send both. Also ensure all the information you state on your application rings true in your CV i.e. Dates etc. This is an opportunity to add further detail about your relevance to the role so do not just cut and paste from your CV.

As instructed, ensure you state the highest level qualification first i.e. PHD, Masters, Bachelors Degree, A levels, etc.—this relates to academia and professional qualifications, state your APM, Prince2, PMI, P30, MSP, ISEB, etc qualifications here

**4. SUPPORTING STATEMENT**

In addition, candidates are asked to submit an additional statement or a CV which provides information on the following: (i) duties in present post, (ii) previous posts held with dates of employment for each, (iii) (if appropriate to the person specification) research interests, awards and publications (books and major publications should be listed first with details of all authors, titles, journals and dates), (iv) (if appropriate to the person specification) conference presentations; (v) any other additional relevant experience. CVs will not be accepted without a completed application form.

**5. EDUCATION AND QUALIFICATIONS**

Starting with the highest, please list academic and professional qualifications, together with grades:

Qualification and grade:	Name of Institution:	Year of Graduation:

**6. SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Please list any additional training or competencies that you would like us to consider in support of your application:

**7. REFEREES**

Please give the name and contact details of 3 people who have agreed to act as referees on your behalf, one of whom must be your present or most recent employer:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_ Postcode: \_\_\_\_\_

Please indicate whether a reference may be obtained prior to interview. Yes/No Relationship to you:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_ Postcode: \_\_\_\_\_

Please indicate whether a reference may be obtained prior to interview. Yes/No Relationship to you:

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Additional training may include: ECDL, MS Office training, H&S at work, Project management, Report writing, Effective planning, Financial Reporting etc—usually courses provided by current / previous employers or self funded.

Additional skills may include usage of tools such as Visio, MS Project, Access, Primavera, Sharepoint, Enterprise Project Management (EPM), Project in a Box etc.

As previously stated in this document, it is important to keep in touch with referees to keep abreast of movement to other companies / change in contact numbers, etc., and it is also important to give them a heads up on a reference request coming through. Do ensure you state "NO" to referees being contacted if you have not indicated to your present employer you are leaving.