**Follow this simple checklist below to make sure you have completed the Application Form correctly.**

**Tick all the boxes to ensure you to get through to the next stage of our application process.**

|  |  |
| --- | --- |
| **CHECKLIST** | ✓ |
| **Have you read over all the job details carefully and decided you have what it takes to successfully apply?**  |
| * Read the Job Advert
 |  |
| * Read the Job Description
 |  |
| * Read the Key Activities
 |  |
| * Have you checked the deadline for application?
 |  |
| **Have you checked the ‘Essential Criteria’ required for the Job? These are found at the end of the Job Description. You must meet all of these criteria or you won’t be invited for interview.** |
| * Do you meet all the Essential Criteria?
 |  |
| * Do you meet any of the Desirable Criteria?
 |  |
| **Have you filled out the application as fully as you can and provided as much relevant information as possible?** |
| * Have you given examples of your experience?
 |  |
| * Have you given examples of how the information you have provided meets the essential job criteria?
 |  |
| * Have you included any training and qualifications relevant to the post?
 |  |
| * Have you included 2 referees?
 |  |
| **Have you checked your application is ready to be submitted?**  |
| * Have you read over your application to make sure that it says everything you want it to say?
 |  |
| * Have you checked your application for spelling or typing errors?
 |  |
| * Have you saved your application and sent it before the closing date?
 |  |

**Good luck and if you successfully complete this stage, we will see you soon at Interview!**