



Cumbria, Northumberland,  
Tyne and Wear  
NHS Foundation Trust

### Tips on How to Complete your Application Form

- All applicants, including internal staff, must fill out each part of the application form as fully as possible.
- Please provide full details of your employment starting with your most recent or current employment, giving a description of the duties and responsibilities of the post. You must also include part time posts and voluntary work. You must also specify the reasons for leaving. This should include ALL your work experience. If there are gaps in your employment history it is important to note down reasons for this; if you are successful at short-listing stage and invited for interview the panel will discuss your employment and may wish to discuss any gaps you may. If you are actively seeking work and in receipt of any benefit entitlements, then please indicate this on the form.
- Read the person specification carefully as this is used when shortlisting for interview. It is important to read the specific requirements listed in the job description and person specification and consider the ways in which you meet the criteria. As a minimum you must demonstrate that you meet the essential criteria in order to be short-listed giving examples where possible.
- Use the 'Supporting Information' section of the application to demonstrate how you match each criterion and ensure you address **ALL** points concisely. Please provide as much information as possible giving details about your skills, abilities and experience and how they relate to the job you are applying for. Please include relevant skills and experience gained outside the workplace such as home, socially or within the community

**Please do not attach you CV.**