



Guidance Notes for Candidates Completing the Application Form

Please read the following guidance notes before and while completing your application

THIS PACK CONTAINS

JOB DESCRIPTION	APPLICATION FORM
<p>This outlines the main responsibilities of the job and will help you to complete the application form,</p> <p>The attitudes and qualities listed within the job description explain what we are looking for. The job description tells you what knowledge, experience and skills you need to do the job. These “criteria” are used to select candidates for shortlist and interview.</p>	<p>Our application form is divided into two separate sections:</p> <ul style="list-style-type: none"> • PERSONAL INFORMATION • EQUAL OPPORTUNITIES MONITORING FORM <p>The EQUAL OPPORTUNITIES MONITORING FORM will be detached and will be held for information and monitoring only. This form will not be seen by the short-listing panel.</p>

Personal Information

Please complete name, address and contact details.

If you require any adjustments to be made in the event that you are invited for interview, please outline them in the section (for example, if you require wheelchair access)

You should provide the name and details of two referees, one or both should preferably be your current or most recent employer/s. We will only make contact with your referees with your express permission.

Employment History

You should provide details of your employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Give details on your role and key achievements / responsibilities. The HR department will need this information to ensure you have the work experience (if necessary) for this job. In the final column you should note the dates of employment and your reasons for leaving.

Education and Qualifications

You should give full details of all educational, technical and professional qualifications, with attainment levels and subject areas clearly defined. HR will need this information to ensure you have the qualifications (if necessary) to do this job.

Personal Development

Please give full details of personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring or coaching you have taken part in, voluntary work and membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career and note any thing you feel relevant in this section.

Equal Opportunities Monitoring Form

Ultimate Packaging Ltd is committed to equal opportunities and diversity to ensure we receive applications from all sections of society. We ask applicants to complete an equal opportunities monitoring form. **You may choose not to complete this form or not to answer specific questions.** The equal opportunities monitoring form will be detached and will be held for information and monitoring only. The short-listing panel will not see this form. All information provided is treated in the strictest confidence.