**Application guidance**

Take time to read the person specification and job description before you apply.

Include within your application which post you are applying for (there are two available), or whether you would like to be considered for either position.

Ensure that you include relevant examples on your application form to demonstrate your experience against the job competencies and job description.

Make sure all the information you supply in your application form relates to the job description and person specification.

Remember to spend time on your application form and check spelling and grammar.

Ensure you complete the application form in full and include all employment history for the last 3 years.

If you are successful in making it to the interview stage, it will be competency based. We strongly advise that you use examples during the interview to demonstrate the competencies required.