



Completing the Application Form – Guidance for Applicants

Please read the following information carefully before completing the application form. The guidance notes are intended to make sure that you have a fair chance to show us why you are a suitable candidate for the post(s), and to help us to select the person who will best meet the Centre's needs.

1. Your application will be assessed only on the basis of the information on your completed application form. You should complete all sections fully and clearly, including details and supporting evidence to show how your qualifications, experience, skills and attitudes:
 - a) match the essential and desirable criteria described in the person specification
 - b) enable you to carry out the specific duties outlined in the job descriptionPeople who do not demonstrate that they meet the essential criteria listed in the person specification will not be considered for interview selection.
2. Please state very clearly the post(s) that you are applying for. It is essential that you state your teaching subject(s) if you are applying for a post as a tutor.
3. All candidates will be considered on merit and treated equally. CVs will not be accepted as they are not in the same format and may give people different chances to present information about themselves.
4. Any additional information should be limited to a maximum of two sides of A4.
5. The closing date for advertised posts has been calculated as part of a timetabled appointment process and is not negotiable.
6. Regrettably, Swarthmore does not have the resources to acknowledge and respond to all applicants as we would wish. You should assume that your application has not been successful on this occasion if you have not been contacted during the two weeks following the closing date for applications.
7. Candidates who are selected for interview will be asked identical questions by a panel of up to 4 people and given the same chances to demonstrate their suitability. The interview panel may include members of Swarthmore's management team and representatives of the Centre's Council.