

## Guidance on completing and submitting your application

Please ensure that you comply with the following guidelines and instructions. This will be of considerable help to us and will ensure that your application is progressed.

- We are not able to accept CVs or process paper applications – please don't submit them.
- Please complete your application using the online form provided at <https://northpointwb.formstack.com/forms/1812admin>
- Key dates:
  - Deadline for applications: 23:59 on Friday 7 December
  - Interviews: Wednesday 19 December
- You do not need to complete the application form in one session – a part completed form can be saved and you can return to it later. Instructions on how to do this are contained in the form.
- Once you submit the form a copy will be emailed to you.
- The space made available on the application form is intentional. Please summarise if required.
- Statement of Application: The information you provide in this section of the application form is the main determinant used in assessing your application. A decision about whether to interview you will largely be based upon this statement.