



## Alexandra House

### Advice on the completion of your Application Form

- Please read through all the enclosed material relevant to the post.
- Complete the application form clearly and in black ink or typescript. Accurately date all qualifications and provide accurate dates for your employment history, ensuring that any gaps are explained, along with reasons for leaving. C.V.'s will not be considered - please do not enclose.
- Personal Statement - please complete this section of your application form stating why you feel your qualifications, skills and abilities match the requirements on the Job Description.

This is the most important part of your application. It is your chance to tell us why your skills, experience and qualifications make you the best person for this job. Please complete this section in approximately 500 words.

You may continue on a separate sheet if necessary - or enclose this information on a separate typed copy.

- Read through your application carefully and sign in all the relevant places.
- References - we require one from your current employer and previous employer. We do not require a character reference. Please ensure references are from child care professionals who have been your manager or line manager.