



National Treatment Agency for Substance Misuse

GUIDANCE NOTES FOR APPLICANTS

Please read the guidance notes and enclosed information carefully before completing your application form.

The application form

Application forms will only be considered from candidates who meet the requirements set out in the Person Specification. The person specification identifies both the essential and the desirable skills, experiences and behaviours individuals are expected to have in order to be effective in the post. It also provides a brief description of the role and how it fits within the organisation.

The application form is a key part of the selection process, and in order to ensure that candidates are aware of the criteria they will be assessed against a Person Specification is included in the pack. The person specification identifies the essential criteria for the post and we will be looking for examples and evidence of how you meet these criteria firstly through your application form and then throughout the selection process. We cannot make assumptions about your achievements and abilities, it is therefore vital that you use the application form to provide clear evidence of how you meet our requirements.

Please note the NTA does not accept CVs

Completing the Application Form

Please complete the form clearly, using black ink or typescript (11 point minimum), as the form may be photocopied.

When completing the sections on your further education; training and employment history please ensure that dates are correct and in order, with the most recent first. Please explain any gaps in the employment history.

Read the Person Specification carefully to ensure that you are fully aware of the criteria against which you will be assessed. Please note that you can use examples of your skills from voluntary work, leisure interests and any other activities, which you consider relevant to the position, as well as your work experiences.

Please sign and return the Equal Opportunities Form

The information provided on the Equal Opportunities Form will be kept confidential and will only be used for monitoring purposes. You must complete the equal opportunities form or state the reason why not?

Short-listing and interviews

The NTA uses various selection processes appropriate to the job to assess whether candidates meet the essential criteria and the application form is part of this process. Please ensure that your examples state 'how' you carried out tasks and what, if any, processes, procedures and/or improvements you made.

If you are short-listed you will be advised specific details of the other relevant selection process, these may include; presentations, assessment centre exercises, group interviews, written tests, etc.

If you are invited to attend the next stage of the selection process and require special arrangements, please notify us in advance.

Please note the NTA will reimburse candidates for the costs of travelling to interviews/assessment centres where receipts for journeys are provided. Should you wish to claim expenses for this purpose, please request an expenses claim for upon arrival.

References

References may be taken up on successful applicants, prior to making a formal offer of employment. You must provide the names of two people who are willing to act as referees, one of these must be your present or most recent employer.

Health Check

All job offers are subject to satisfactory medical clearance. If successful at interview we will ask you to complete a Health declaration Form that will be assessed by our Occupational Health Medical adviser.

Disability

Please give details on the application form of any particular requirements you may have if you are invited to attend the selection process. Please also contact the Human Resources Administrator if you would prefer to submit your application form in an alternative format.