

GUIDELINES FOR SUBMITTING AN AUDIO OR VIDEO FILE APPLICATION

- Your overall application file should be no longer than 8 minutes long.
- Please do not include your name anywhere in your verbal statement.
- We accept file types for both audio only or video applications: mov, mp4, mpv, wmv, avi, mpg. Alternatively, you can send us your submission through Dropbox, Google Drive or Wetransfer.
- Your Audio or Video submission, should include the same details as required by the Word document application form submission, which are:
 - Please describe your present or most recent employment (employer's name, employment dates, position held and summary of duties, and reason for leaving)
 - Previous employment
 - Supporting statement:
With reference to the job description and person specification, please explain why you are applying for this post.
 - Please reference your most recent educational qualifications gained (university, college, school)
 - Professional qualifications: please include details of any professional qualifications gained, date and the professional body.
 - Relevant training: please give details of any other qualifications, training or experience which you consider to be relevant to your application, including those gained outside the workplace.
 - Work permit: are you eligible to work in the UK
 - Criminal Convictions – please state 'none' if you have any criminal Convictions
 - Details of two references (including name, job title, telephone number, email address, and address.). Please
Note: We will not contact any references without obtaining your permission first



- We intend to hold interviews on Monday, 18 December 2023. Please let us know if this date would not be convenient for you.



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