

**Security Guard- Reference Number: SO/7/17**

**Guidance notes on completing your application form**

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* Before completing the application form please read through **the Security Guard job description and person specification** carefully.
* To ensure a fair recruitment process **CVs cannot be accepted**, you must complete the form to be considered for this post.
* Please **complete ALL sections** of the application form
* You should provide evidence of your experience in your application form, describing your experience, giving examples and exact dates of employment as required.
* Write down clearly your personal involvement in any experience you mention. Write “I” statements, for example, *‘I worked as a security guard, patrolling a building and helping customers for 6 months from 1st January to 30th June 2016.’*
* If you do not complete the application form fully, the panel may have to reject your application.

**Equal Opportunities**

Ortus is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

**Short-listing**

Ortus may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability. The desirable criteria may be used for short listing if required.

**Deadline for submission of application forms**

Please return all application forms by the deadline of **4.00 pm Monday 31st July 2017**. Details of how to submit your application are provided on page 6 of the form.