



GUIDANCE NOTES FOR COMPLETING DGHP APPLICATION FORM

- We require our vacancies to be applied for using our standard online DGHP application form.
- **CVs will not be accepted.**
- If you require any assistance in completing an application form please contact the HR Administrator on 01387 242 538.
- Ensure all sections of the application form are completed in full where applicable. Application forms should not refer to a CV.
- Employment References are only taken up upon a conditional offer of employment. If two employment references cannot be provided then please contact the HR Administrator to discuss alternatives.
- The Diversity Monitoring Form is separate and confidential and does not form part of our selection process. It is issued to comply with legislation and also to ensure that DGHP is a fair and consistent employer.
- Please note applications received after the closing date will not be considered.