



Guidance Notes for Applicants

Supporting Statement

The information that you provide in your supporting statement will be used to assess your whether you meet the requirements of the Person Specification, which includes education, knowledge and skills and experience.

Therefore, it is important that you address all of the areas detailed in the person specification and give specific examples that demonstrate how you meet the selection criteria. For example, you may have gained relevant experience through either paid employment or voluntary work.

In addition, you should address the behavioural competencies contained within the person specification.

You may wish to consider doing a draft supporting statement before submitting the final document to ensure that you have covered all the requirements of the Person Specification and that your supporting statement does not exceed 2 sides of A4.

Offers of Employment

All offers of employment will be subject to proof of eligibility to work in the UK, the receipt of satisfactory references covering 3 years of employment and a DBS check where this is required, prior to the commencement of employment with SW9.

Your referees must have had managerial/supervisory responsibility for you, one of whom must be your manager in your current/most recent employment. If you have not worked for some time, you should give the name of someone who can comment on your ability to carry out the role or provide a character reference. SW9 reserves the right to ask you for substitute referees if the ones you have provided are not deemed suitable.