

Guidance Notes for Job Applicants

Introduction

Thank you for showing an interest in working for MRC Unit The Gambia at the London School of Hygiene & Tropical Medicine.

Before we can consider your suitability for the post to which you are applying, you will need to complete an application form.

Decisions regarding which candidates are selected for interview are based upon the information that you provide in your application form. It is advisable to retain a copy of your completed application form just in case you need it to help you prepare for interview.

Completing the Application Form

You should complete the application form in **black ink**, regardless of whether you are handwriting the form or typing it.

Please ensure that you complete the form accurately and fully, including all the information requested.

CVs will not be considered unless specifically requested in the recruitment advert and application pack.

The following provides advice on completing certain sections of the application form:

Employment Record

Please complete this section, starting with your most recent job or work experience first.

If you are not currently in employment, please provide details relating to the last job that you held. Alternatively, if you have not been in paid work before, please include address and contact details relating to any unpaid or voluntary work that you have previously completed or are currently undertaking.

Supporting Statement

This is the most important section of the application form. This is your opportunity to inform us as to why you are suitable for the post you are applying for.

You should read through the job description and person specification thoroughly in order that you are familiar with the duties and responsibilities of the post and the skills, knowledge and experience needed to perform them effectively.

Please outline how you meet each of the criteria in the person specification by providing specific examples of all your relevant experience (paid and unpaid employment), knowledge, skills and abilities. The shortlisting panel will only select those applicants who are able to demonstrate that they best meet the selection criteria.

You may find it useful to deal with each point in the person specification in turn, making sure to relate your experience and skills to each shortlisted criterion. This will ensure that you structure your supporting statement clearly and coherently.

Please note that your supporting statement must be no longer than 3 sides of A4 paper. Also, when typing your supporting statement, you must use font type Arial; for which the minimum font size must be 11.

Confirmation of Receipt of Application

Please note that MRCG at LSHTM does not contact applicants to confirm the receipt of completed application forms.

Application forms not received by the stipulated deadline will **not** be submitted for shortlisting.

Please note that, if you do not hear from us within five weeks of the closing date, you should assume that your application has been unsuccessful.

Good luck with your application.