

CV applications

Please ensure that you include all of the following information in your CV. If any criteria are missing, this will mean your application will be rejected. Your CV should not exceed 2 sides of A4.

- Title, first name, middle initials, last name.
- Address, email address and main telephone number.
- Current employment, if applicable.
- Full employment history for the last 3 years, including any reasons for gaps in paid employment.
- Professional qualifications relevant to the post being applied for if applicable.
- Further training courses and key career achievements that are relevant to the post being applied for, if applicable.
- Contact details of two referees, one should preferably be your current employer.

Please **do not** include:

- Your age / date of birth.
- A photograph.

Your CV will be automatically rejected if these items are included.

Please include a covering letter including the job reference for the job that you are applying for with your CV. This needs to outline why you are applying for the job and what skills you would bring to the role being applied for. Please note that a covering letter should not exceed one side of A4.

All documents should be uploaded in PDF or Word format and should be in portrait layout.

Frequently asked questions

What if I haven't worked for the last three years?

Please include your most recent employment history and explain any reasons for gaps in employment. If you are a school leaver or recent graduate please give details of your education and include any areas of study or work experience (paid or voluntary) which are relevant to the post being applied for.

What if a previous job of mine was over three years ago but is relevant to this job?

You can include any employment history that is relevant to this job but please remember your CV cannot exceed 2 sides of A4.

At what stage are referees contacted?

Referees will be contacted after a conditional offer of employment has been made.

If you have any further questions, please e-mail recruitment@wiltshire.gov.uk .