

## **DISTRIBUTION OF APPLICATION FORMS GUIDANCE**

- 5.1 The Recruitment Team will distribute standard recruitment packs (e.g. application form, job description, person specification). Information such as service objectives and a business plan summary may be included if required.
- 5.2 Consideration should also be given to the production of recruitment information in alternative formats, e.g. on disk, in PDF format. The technology exists within the Council to produce written materials in double sized normal lettering, double spacing and Braille. Recruitment literature should be produced in Arial 12 point font, as it is easiest to read.
- 5.3 Each candidate applying for a job-share post must complete a separate application form, be separately interviewed and treated like other applicants.