



## **Applying for Jobs in The Beatles Story**

### General Advice on How to Make the Best of Your Application

1. Prior to making your application for employment, it is important that you review your strengths and weaknesses to ensure that you are realistic in pursuit of employment.
2. When we are shortlisting for a job, we use a matrix drawn up using the characteristics in the job description and person specification so the closer they match, the more likely you are to be on the shortlisted. Make sure all the relevant boxes are completed. Lack of information may result in you not being short-listed.
3. Target your application – say why your skills and experience are relevant and if you say you have specific experience, say how e.g., if you claim you have supervised staff, say how many and what supervisory duties were included.
4. Don't leave anything out that is relevant. Remember when shortlisting we can only include information about you that is on the application, we cannot assume what you have done.
5. Be concise; don't attach too much information, which may not be relevant, although an extra page of well-targeted information is acceptable.
6. You must only submit a completed application form; CVs will not be considered.
7. The application form should be completed electronically either via the link on any external recruitment page or alternatively on the current vacancy page on our website.
8. Make sure all your facts are correct and do not guess or leave blanks, if you are not sure check, as giving false information can disqualify your application, lead to withdrawal of a job offer, or the termination of employment if you have taken up the post.
11. References are always taken up and factual details such as dates of appointment, sickness records and disciplinary warnings are carefully checked. In submitting your application, you are giving your permission for references to be taken up.
12. You may still not be shortlisted, but we would not like this to deter you from applying for any future positions within the organisation, as there may be a large volume of high-quality candidates. You may wish to consider contacting us to obtain feedback as to why you were unsuccessful at this time. Please email [humanresources@beatlesstory.com](mailto:humanresources@beatlesstory.com)