

TOP TIPS FOR COMPLETING YOUR APPLICATION

Our application form is thoughtfully divided into several sections, each designed to give us a well-rounded understanding of you as a candidate. Here's a breakdown of each section and why it's important. This is your chance to showcase your unique qualities and demonstrate why you'd be a great fit for Team MTW!

Personal information:

We will use this information to contact you regarding your application, invite you to an interview, and inform you of the outcome if you progress to that stage. Please ensure your details, especially your email address and phone numbers, are accurate and up to date.

Qualifications and training:

Please provide details of all relevant educational and professional qualifications you hold or are currently pursuing. The more information you can share, the better—particularly the level of the qualification. If invited to an interview, we will ask to see your certificates to verify the qualifications listed on your application, so ensure they are readily available.

Additionally, include any training courses you have completed that may be relevant to the role you're applying for.

If you do not meet the essential qualification criteria for the role but believe you have the necessary skills and experience, we encourage you to contact the recruiting manager. There may be training and development opportunities available as part of this role.

Employment history:

Please provide details of all the jobs you've held, starting with your most recent and going back to your very first role. It's important to highlight the responsibilities and activities you undertook that are relevant to the role you're applying for.

If you've had any gaps in employment, there is a section on the form where you can explain them. Common reasons for employment gaps might include maternity or shared parental leave, time off to care for dependents, or a career break, among others. Providing this information during the application process helps streamline the hiring process if you're offered the role.

References:

This section is for providing references. We require references covering a period of three consecutive years of employment and/or training immediately before your application. To meet this requirement.

If you have never been employed, you can list a referee in a position of responsibility who can comment on your experience, skills, personal qualities, and suitability for the role.

Please ensure the email addresses you provide are accurate and up to date, as references will be requested via email. It's also a good idea to inform your referees in advance that you've listed them for this purpose.

Supporting information:

This is your opportunity to stand out! Use this section to show the hiring manager why you are the ideal candidate for the role. Highlight the skills and knowledge you bring that will enable you to excel in the position.

Refer to the person specification in the job description and provide clear, relevant examples of how you meet the requirements. These examples can come from work experience or even outside of work, as long as they demonstrate your suitability for the role.

Most importantly, focus on your contributions and achievements—this is your chance to shine and showcase just how fantastic you are!

Equal opportunities:

As a public sector organisation, we have a legal duty to review equality information from our applicants to ensure fairness and equity in our processes. At MTW, we take this responsibility seriously and are dedicated to fostering a diverse and inclusive workplace. We strive to ensure that every team member feels valued and has the best possible experience at work. By monitoring this information, we can assess how well we are achieving these goals and identify areas where we can improve.

Your personal details and equality and diversity monitoring information will not be shared with anyone until after your application has been shortlisted. At that point, this information will only be shared with the interviewing manager to help them prepare for your interview.

If you have any questions or would like to speak with someone before applying, please don't hesitate to contact the Recruitment Team on 01622 943642

We wish you luck with your application!