



JOB APPLICATION INSTRUCTIONS

Thank you for your interest in joining us at Card Dispenser UK Ltd.

Before you start:

Carefully read the job description and ensure that the role suits you and you can satisfy the required criteria.

In the Personal Specification section (table), ensure you can provide evidence for each requirement. Candidates who are unable to evidence each of the essential criteria will not be considered for interview.

Setting out your application:

We recommend that your application includes the below as a minimum.

We do not provide a template, how you present your application is up to you.

Post details: Let us know which post you are applying for.

Your details: Please provide your details including contact information. Please also specify here if you hold a driving licence, if you require a work permit to work in the UK or if you have any endorsements/penalty points.

Introduction: Provide a short overview of who you are and why you are applying for the post. (can also be a covering letter)

Qualifications (education & training): Please provide us with your qualifications. This can also include any short courses you may have undertaken.

Experience: Please provide us with any previous work experience (employment details) or if you are at the start of your career let us know any experience that you feel may be relevant.

Satisfy the Job Description: This is the most important part of your application. Read through the main responsibilities. If you can provide evidence which provide support, this is your opportunity to do so. It is essential that you can provide evidence that you can satisfy ALL of the essential criteria. (no assumptions will be made)

We recommend that you answer each of the listed personal specification separately, providing evidence for each. For example, saying "I am self motivated" is not considered as evidence. You must provide an example of when you have needed to be self motivated in the past. You may consider using the STAR technique.

How to send us your application:

You can send your application via email to kevin@carddispenseruk.com

or

By post to: Card Dispenser UK Ltd, 54C Stephenson Way, Formby, Liverpool, L37 8EG

We wish you good luck and look forward to seeing your application.