

## **HOW TO SUBMIT YOUR APPLICATION FORM**



### **1. Equality Monitoring**

In order to main the confidentiality of your information, please return the Equality Monitoring Form to the Personnel & Payroll Unit, 2<sup>nd</sup> Floor, High Street Buildings, Huddersfield, HD1 2NQ.

### **2. Application Form**

Please ensure that the remainder of the Application Form is submitted to the appropriate establishment as directed on the post details.

**The Personnel & Payroll Unit will not be held responsible for any Application Forms sent to them in error.**

### **3. Postage**

Postage is now calculated by size and weight, please ensure the correct rate of postage is used as we will not be responsible for collecting underpaid mail from the Post Office and you risk your Application Form not being received.