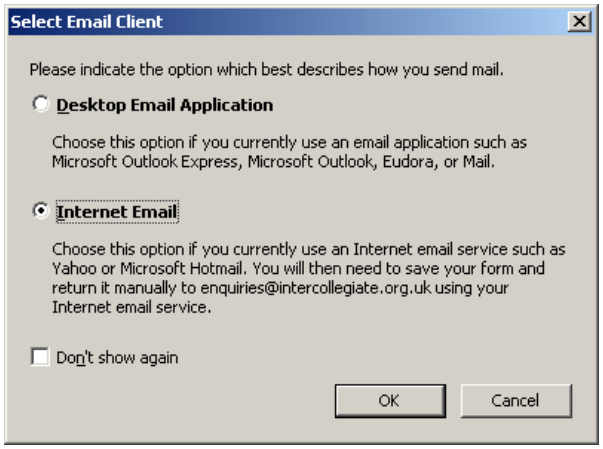
Applicant instructions – Section A

Complete the personal details, using dropdowns as necessary then follow Option 1 or 2:

Option 1

Click the submit button at the top of the page. This will open a window like this:

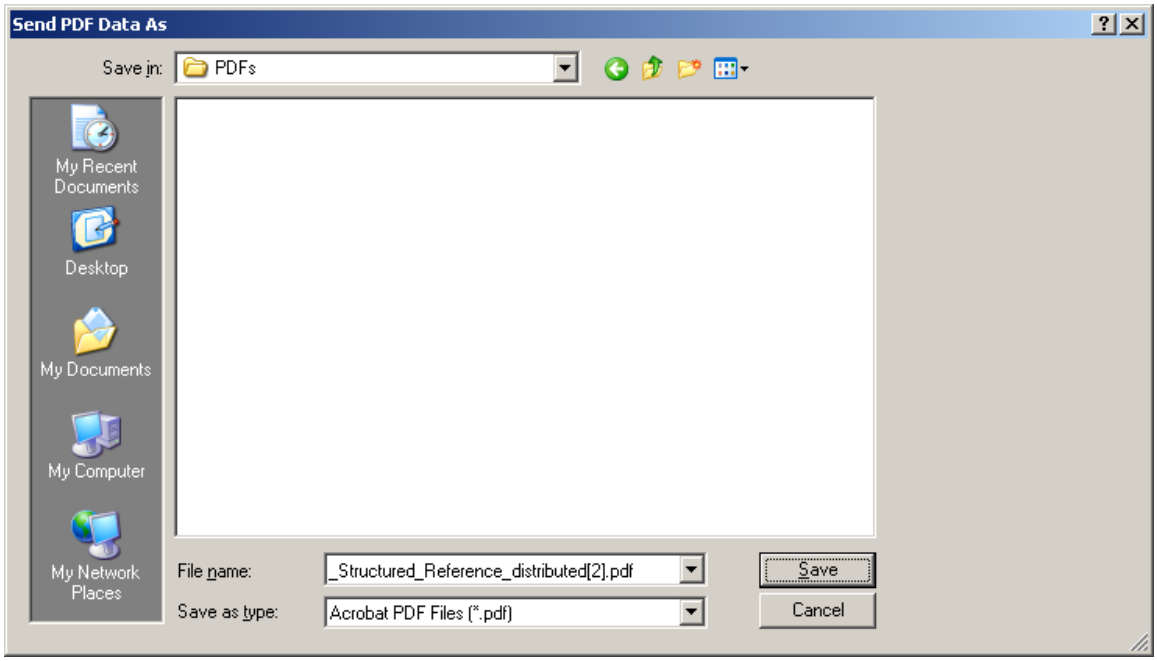


Select 'Internet Email'

Option 2

If there is no submit button, click 'File' in top left corner, then click 'Save As'

Both options will present you with the save document facility. Save the file in a folder where you can find it easily:



This document can then be attached to an email and sent to your 3 referees. They can complete the remainder of the form, print it, sign it and send it back to the candidate.