JOB TITLE:_____ **APPENDIX 1**

JOB REFERENCE NUMBER:_____

SHORTLISTING MATRIX

<CRITERIA AS SHOWN ON PERSON SPECIFICATION>

NAME																								

Shortlisting Panel: _____ **Date:**_____

Please note, under the Data Protection Act candidates may make a subject access request which would entitle then to see the information about them contained on this grid. In this instance other candidates details would need to be concealed.

Indicate ✔ for criteria met and X for criteria not met

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