

Appendix 4

PERSON SPECIFICATION

JOB TITLE:

GRADE:

DIVISION:

SECTION:

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)		
SKILLS AND ABILITIES		
TRAINING		
EDUCATION/ QUALIFICATIONS (NB Full regard must be given to overseas qualifications)		
OTHER		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITY POLICY**

COMPILED BY **DATE**

AGREED BY **DATE**