

Please read this page carefully before you complete your application form. Before returning your form to us, detach this page and retain it for your own records.

## RECRUITMENT AND SELECTION POLICY

Our policy is to ensure that the recruitment and selection process is as objective as possible. All applicants are assessed against the same criteria and every effort is made to give them an equal opportunity regardless of age, disability, ethnic origin, gender, marital status, offending background or any other condition or requirement which cannot be otherwise justified.

We value diversity and encourage members from all sections of society to apply for posts.

All posts have a job description and person specification. The job description describes the post, so that managers, post holders and job applicants are clear about what is required. The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively.

## APPLICATION FORM

This is a standard application form completed by all applicants for posts, including internal applicants.

For photo-copying purposes, please complete this form in black ink. It may be handwritten or typed. All information given will be treated in the strictest confidence.

This form is the first part of the selection process and it will be used to shortlist to the next stage. Please complete all sections fully and emphasise those areas where you believe you meet the essential criteria required to do the

job, as detailed in the personal specification. Feel free to add additional supporting sheets but be sure to put your name and the post for which you are applying on these sheets.

Please do not send a C.V. or other testimonials in support of your application. This is because the application form is designed so that information can be compared on a like for like basis. In addition, C.V.s do not address themselves to the essential and desirable criteria needed for a particular post and are therefore unlikely to do you justice. When providing information about previous employment please include part-time and unpaid work. Be as accurate as you can about dates of employment, hours of work etc.

## IMPORTANT NOTES FOR APPLICANTS

- Please note you will not receive an acknowledgement on receipt of your application form.
- After the closing date a shortlist of candidates is drawn up and successful candidates will be invited for interview.
- Interviews will usually take place within 2 weeks of the closing date. Candidates who have not been successful in being selected for interview will not be contacted.
- Following the outcome of the interviews a letter will be sent to all unsuccessful applicants who were interviewed confirming the position has been filled.
- Please note that it is not possible to provide feedback on applications unless applicants have attended for interview.

**Please ensure you have filled in the application fully, and enclosed the following forms.**

- Confidential Personal Details Form    Completed Application Form    Equality & Diversity Monitoring Form