

## **RICHMOND CARERS CENTRE**

### **Guidance notes for completing the application form**

*Please read these notes carefully before completing the application form.*

Read all the information carefully before completing the application form and please note that you must complete the application form – CVs will not be accepted.

The person specification is very important, as the interview panel will use these criteria as a checklist when they are short-listing. They reflect the essential skills that will enable the successful candidate to carry out the duties of the post. You need therefore to respond to all aspects of the person specification when you are completing the application form and remember, it is not enough just to say that you can do something, you need to be able to give examples from your experience.

When you are referring to the experience, skills and knowledge that you have, draw on things you have done in a voluntary capacity and on life experiences as well as on your employment experience. Don't forget to include any relevant training.

#### **Application form**

The form must be completed legibly in black ink or typed. You may use up to two sides of one A4 continuation sheet if you cannot fit everything you want to say in the section on your suitability for the post. Make sure your application number/name is written clearly on the continuation sheet you use.

Completed applications may be emailed to [chiefexec@richmondcarers.org](mailto:chiefexec@richmondcarers.org) by the time and date advertised.

Late applications **will not** be accepted.

#### **Equal Opportunities Monitoring Form**

Please complete this form and lodge with your application.

#### **Short listing**

All candidates selected for interview will be informed initially by phone or e-mail, confirmed by a letter.

If you have not heard within four weeks of the closing date, then we regret that you have not been successful on this occasion. We do not offer feedback at this stage. Thank you for interest in this position.

#### **Privacy Notice**

In compliance with General Data Protection Regulations, Richmond Carers Centre will only collect personal data and applicant information relevant to carry out a safe recruiting process. This means we will ask for data such as applicant's name and contact details, education and employment history, and contact details for referees. The application pack will include an equalities monitoring form, which will be separate to the application form for statistical purposes only. Applicant's information will not be shared with a 3rd party unless required to do so by law. Please note that at the shortlisting stage copies of this application may be sent to the trustee(s) assisting with recruitment. We will retain applicant's information for the duration of the recruitment period after which unsuccessful applications will be deleted.