



Guidance Notes for Applicants

Job Description and Person Specification

Enclosed is a job description, which is for your information and tells you what the post entails and the main duties. Also enclosed is a person specification, which sets out the knowledge, skills and abilities required for the post. The person specification also provides the essential criteria against which you will be assessed and shortlisted. If you do not address the essential requirements on the application form you may not be shortlisted.

Application Form

Please complete the application form clearly and legibly in black ink or type. You are advised to complete the application form carefully and accurately as the decision to short-list can only be based on the information you provide on the form. Please include all information relevant to the person specification, although it is also important to include part-time and voluntary work. Please ensure that you include your present/most recent employer.

Personal Experience

Page 7 of the application form gives you the opportunity to expand your skills and experience relevant to the post. You may also include reasons for your application and why you believe you are suitable for the post (using the person specification to help guide you).

Closing Date

Please make sure you are aware of the closing date (quoted on the job advertisement) and make certain your application form is returned in good time. If it is later than the closing date, it will not be considered.

Appointment Requirements

Appointments are made subject to the following:

1. Receipt of two satisfactory references.
2. Police check carried out under the requirements of Home Office Circular (86) 44.
3. Eligibility to work in the UK

The Rehabilitation of Offenders Act 1974

The nature of our work is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be considered only in relation to an application for positions to which the order applies.

Equal Opportunities

B&D CIIL Consortium is an equal opportunities employer and to help ensure that our policy is being carried out, would you please fill in the monitoring form enclosed. Please note that completion of this form is voluntary and the information is for statistical purposes only.



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