

Guidance Notes for Applicants

The following information is intended to assist you in completing your application and to explain the process we will use to select the most suitable person for the advertised post.

We strongly advise all applicants to read these guidance notes before completing the application form to give your application the best chance to be considered

1. Submitting your Application

To be able to appoint fairly to the role advertised, we ask that the Covering Letter provided sets out how the applicant meets the criteria in the Person Specification part of the Job Description. This is the information that will be used when shortlisting, so it is important that you set out your suitability for the role fully and clearly. Please note that it is not sufficient to say that you have the relevant experience, skill or ability – you need to give specific examples of how you meet each of the requirements, e.g. describe a situation where you have used the required skills. The cover letter should be a maximum of two A4 pages long. Please explain in your letter any gaps in employment and give details of your notice period. Please also provide details of two referees, who can be contacted following a job offer being made.

Please submit an up to date CV with the covering letter.

Please ensure your application is completed and returned to the email address indicated in the job advert before the deadline. Applications received after the closing time (for whatever reason) will not be considered.

Please note that some roles will be subject to a DBS check – see below.

2. Shortlisting

The selection panel will consider all applications objectively. They will assess whether you have addressed the person specification criteria detailed in the job description and whether your previous experience is suitable for the requirements of the role.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application, so be explicit about how you meet the criteria.

3. Candidates not selected for Interview

If you have not been contacted within 3 weeks of the closing date please assume that you have not been shortlisted on this occasion. Due to receiving a large number of applications we are unable to contact each applicant not selected for interview individually. We are also unfortunately unable to provide feedback at this stage of the process.

4. Interview

If you are successful at the shortlisting stage, we will invite you to attend an interview. There will be at least two people on the panel and they will ask you a set of structured questions.

Depending on the post, we may use other selection methods in addition to the interview. This may be completing a task which would be carried out in the role, such as a written exercise. We may also ask you

to make a presentation. If this is the case, you will be advised prior to the interview and provided with any necessary information to assist you in the task.

If there is anything we can do to make your visit to the Trust more comfortable, please advise our [HR team](#) as soon as possible.

5. Unsuccessful Candidates

If you are unsuccessful at the interview stage, we will contact you to let you know. If you would like feedback at this stage, please contact our [HR team](#) who will co-ordinate a response from the panel.

6. Successful Candidates

If you are successful in the interview, you will be contacted by telephone and verbally offered the position.

A formal written offer will be sent to you as soon as possible and this will be subject to two satisfactory references, , (DBS) clearance and work permit (if applicable).

7. References

We will normally only request references for candidates who have been successful once a verbal offer has been accepted.

The reference details that you give need to include your present or most recent employer and one other who can comment on your work abilities.

8. Criminal Records

Some posts within Sussex Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Sussex Wildlife Trust and each case will be considered individually.

9. Work Permit

If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust. EU residents will need to provide proof of Settled Status/Leave to Remain in the UK.

10. Data Protection

Your application will be treated as confidential. Information collected through the recruitment process is kept on file for 12 months and is then securely destroyed.

If you are successful, information collected through the recruitment process will be retained on your personnel file.