

## 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 post.

We are fortunate to receive many applications for vacant posts and we strongly advise all applicants to read these guidance notes before completing the application form.

### 1. Submitting your CV and Covering Letter

- It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job which are listed in the enclosed Job Description and which are regarded as essential in order to work effectively in post.
- Please submit an up to date curricula vitae (CV) with a covering letter. You should not assume that the shortlisting panel will be familiar with the type of work/activities you have experienced in the past and therefore, your covering letter should provide details to support your CV. Here are some points to remember:

#### Education & Training

Please only list relevant training and qualifications. We do not need a full account of your education; please mention qualifications and/or training which are necessary or you consider relevant (if any) to the job.

#### Previous Employment

Please explain any gaps in employment dates.

#### Additional Information

This information in your covering letter will be used as the main source of information to determine whether you will be shortlisted for interview or not.

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. It is important that you are explicit about your experience and skills because as an equal opportunities employer, we are unable to make assumptions.

- Please make sure your application is completed and returned to the email address indicated in the job advert.
- It is imperative that the application is received the closing date / time stated in the job advertisement.
- Where possible, please do not leave it till the last minute to send in your application as we generally receive a large number of applications for each vacancy and this may delay shortlisting taking place. Applications received after the closing time (for whatever reason) will not be considered.

## **2. Shortlisting**

- The selection panel will comprise of at least 2 people and they will consider your application objectively. They will assess whether you have addressed the shortlisting criteria detailed in the job advert and whether you have provided sufficient evidence additional information in your covering letter.
- 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**

- Although we would like to inform all candidates whether they have been successful or not at the shortlisting stage, as a charity we are mindful of the costs involved. Therefore if you have not been contacted within 3 weeks of the closing date (or the date set for interviews), please assume that you have not been shortlisted on this occasion.
- Please note that this is a practical necessity on our part rather than a discourtesy and we hope that all candidates appreciate this fact and that it will not deter you from applying for any future suitable posts.
- The current status of all vacancies is detailed on our website and updated as and when further information is available.
- Due to the high volume of applications we received, we are 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 2 people on the panel and they will ask you a set of structured questions, lasting around 45 minutes.
- Depending upon the post, we may use other selection methods in addition to the interview. These are often very specific to the post and are likely to involve 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 to the panel. 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 the Business Support officer - HR as soon as possible.

## **5. Unsuccessful Candidates**

- All candidates invited to interview will be contacted to advise them that they have not been successful on this occasion.
- If you would like feedback following your interview, you can request this from the selection panel. This should be put in writing to the Business Support officer - HR who will endeavour to respond within 14 days of the request.

## **6. Successful Candidates**

- The successful candidate will usually 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 2 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. However, we reserve the right to apply for references prior to interview if you have indicated that this is acceptable to you.
- 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 – family members should not be used.

## **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**

- Applicants who are not an EU citizen may need a work permit/visa to work in the UK.
- 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.

## **10. Data Protection**

- Your application will be treated in the strictest confidence. Information collected through the recruitment process is kept on file for 12 months and is then securely destroyed.
- If you are successful, relevant information will be retained on your personnel file.

We hope you are successful in your application. However if you are not, please do not be discouraged from applying for other posts that arise within the organisation. Thank you for the interest you have shown in Sussex Wildlife Trust.