

## APPLICATION GUIDELINES

- 1. Checking The Documents** Please ensure you have all the documents listed in the introductory letter. Contact Dee Golder on 01707 373743 if any are missing or incomplete or if you would like an application pack in large type.
- 2. Completing the Form** Please print or type the form neatly so that it will be legible when photocopied. Alternatively you may wish to word process the application yourself. E-mail admin@whwr.org and we will e-mail the documents to you as an attachment. ***Please do not send your cv.***
- 3. Confidentiality in Recruitment** The first page of your form will be removed from the application as soon as it is received and the recruitment panel will decide a short list of applicants by candidate number alone. The Equal Opportunities Monitoring form will also be separated from the application once received and will be utilised for the WHWR monitoring purposes alone. WHWR will only contact a candidates referees when they have been provisionally offered the post and have given verbal consent for referees to be approached.
- 4. Selection Process** The recruitment panel will select a short list of candidates for interview based on the applicants' ability to demonstrate in the application that they meet the Criteria in the Person Specification. Therefore, it is essential to give ***clear*** examples of experience, knowledge and skills that show you meet ***each*** of the Person Specification Criteria, ***point by point***.
- 5. Submission of Application** Please ensure you sign your form before submitting it. WHWR can accept applications submitted by e-mail as long as they are in time. If a candidate is short listed as a result of an emailed application, they must provide a printed and signed copy of their completed application form before the interview. Please ensure applications arrive at WHWR on, or before the closing date as late applications will not be considered. If you wish to have confirmation that your application has been received please enclose a small, self addressed, stamped envelope which we will return to you.
- 6. Notification of Short-listed Candidates** We regret that, due to costs, we are unable to contact unsuccessful candidates. Should you not receive a response to your application by the stated date please accept that, on this occasion, your application has not been selected for the interviewing short list.
- 7. Feedback and Complaints** WHWR welcomes feedback on the process of recruitment and selection. Please feel free to write to the Chair with your comments, suggestions or complaints.