

# Applying for a job with NCVS

## How our process works and what to do

We are committed to a fair selection process. We do this by having a person specification for each job. We ask you to tell us how you meet the person specification and we use this information to decide who to interview. **Only applicants who demonstrate that they meet all the essential points in the person specification will be interviewed.** Below are some guidance notes on completing the form.

### The Application Form

- Read all of the information provided carefully before completing the form.
- Please make sure you fill in the whole form with specific dates where relevant.
- In the section where you are asked about your skills, knowledge and experience make sure that you refer to each of the essential criteria in the person specification point by point.
- When you address the points in the person specification, give clear examples of how you meet the criteria and how your skills / knowledge / experience would be relevant to this role as we will not be able to make assumptions about your abilities. We will not know anything about your skills / knowledge / experience unless you clearly tell us and give examples.
- We can only accept a completed application form. We cannot accept CV's.
- Please do not put information in a covering letter that you wish to be considered as part of your application, as this will not be used as part of the selection process. Please make sure that you include everything relevant on your application form.
- Please do not write any identifying names or marks on continuation sheets. We make sure that all application forms are anonymous. This makes short-listing completely objective and avoids any discrimination.
- Emailed application forms must be received at the following email address **before** the closing date and time - [recruitment@nottinghamcvs.co.uk](mailto:recruitment@nottinghamcvs.co.uk)
- If you require the application to be delivered in an alternative format please phone 0115 934 8400 to make arrangements as our building is currently closed to the public.
- Late applications, and applications sent to other email addresses, will not be considered. You will receive an automated response from this email account to confirm that we have received your application.

## **Alternative Formats**

If you need us to send you the application form and job details in a different format, e.g. Braille, or if you wish to send in your application in a different format then please contact Recruitment at 0115 934 8400.

## **What Next**

Due to the large number of applications we receive, unfortunately we cannot write to everyone who sends in an application (with the exception of emailed applications which will receive an automated response confirming receipt). If you have not been contacted by the interview date, please assume that you have not been shortlisted.

If you have been shortlisted for an interview we will confirm all of the details of the interview including the date, time, location, interview panel members and the details of any additional testing such as presentations, etc. We'll do this either by telephone, email or letter.

If you need any adjustments or equipment to enable you to fully participate in the interview process, please do not hesitate to call or email NCVS Recruitment (0115 934 8400 / [recruitment@nottinghamcvs.co.uk](mailto:recruitment@nottinghamcvs.co.uk)) allowing a minimum of 24 hours to give us time to meet your requirements.

## **Equalities Act 2010**

On your application form we ask whether you consider yourself to be a disabled person and to give details of any aids you may need to enable you to attend an interview, e.g. loop system, wheelchair access, sign language, interpreter, assistance dog, etc. We need this information to make sure that you have every opportunity to demonstrate your full abilities at the interview.

All disabled people who meet the essential requirements for the post at the application form are guaranteed an interview.