

GUIDANCE FOR APPLICANTS

FOR MORE INFORMATION ON THE WORK OF THE TRUST PLEASE VISIT OUR WEBSITE www.wildsheffield.com

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.

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

- i) 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 Person Specification and which are regarded as essential in order to work effectively in post.
- ii) Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work / activities you have experienced in the past and therefore, you should provide detailed information.
- iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.
- iv) Section 4 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and / or training which are necessary or relevant (if any) to the job.
- v) Section 7, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.
 - This information is used to score applications for interview selection. You need to demonstrate (evidence, prove) how you fulfil the person specification, not just state it.
 - If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.
- vi) Curriculum Vitae (CVs, resumes) will **NOT** be accepted.
- vii) If there are any aspects of the job where you would like further information, please email:
recruitment@wildsheffield.com

THE SELECTION PROCESS

- i) An interview panel is responsible for the selection process.
- ii) A selection schedule is determined in advance so that recruitment may proceed in a timely manner. Key dates are identified for the receipt of application forms (the closing date), the selection of applicants for interview (short listing) and interviews.
- iii) The interview panel meet shortly after the closing date to study the returned application forms and compile a shortlist of applicants.
- iv) The interview panel compare the information provided on the application form to the requirements of the job, as listed in the person specification. The most suitable applicants (those who meet all or most of the requirements) are invited to attend an interview.

Unfortunately, we do not have the resources to respond to those candidates who have not been short listed and if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful on this occasion.

THANK YOU FOR YOUR INTEREST IN WORKING FOR SHEFFIELD & ROTHERHAM WILDLIFE TRUST

EQUALITY AND DIVERSITY POLICY

Sheffield & Rotherham Wildlife Trust is committed to achieving equality of opportunity for all and managing the diversity of its workforce. The Trust's policies and procedures will be governed by this commitment to our work force (paid members of staff, trainees and volunteers), to our clients and to all with whom we have contacts and dealings.

The above is taken from the Trusts Equality and Diversity Policy. If you would like a copy of our full Equality and Diversity Policy please contact the HR Officer on 0114 263 6335 or email recruitment@wildsheffield.com.