



## **CANDIDATE GUIDELINES**

### **Introduction**

These guidelines are intended to assist you with the completion of your application form. Please read them carefully.

The BWY regularly reviews its job application form to ensure that only the information relevant to the recruitment process is sought.

Assessing information provided by you on and with the application form will be the only means by which the short-listing panel will decide who to invite for interview.

The short-listing panel will consider whether you have demonstrated that you fulfil all the 'essential' requirements identified in the job description. In the event of there being a large number of candidates who meet these requirements, the panel will consider which candidates meet those requirements seen as 'desirable' in the job description.

### **Completing the application form**

It would be helpful to the short-listing panel and to your application, if you respond separately to each item on the job description, explaining carefully what experience you have that contributes to you fulfilling the requirements. In the event of there being insufficient space on the application form, please use continuation sheets.

### **Remember**

It is not appropriate to simply say that you have a particular skill or quality. You must provide examples of how you have demonstrated this requirement in your present or previous job or in some other area of your experience, e.g. when volunteering or during your education.

We will not make any assumption about your abilities. It is up to you to tell us, even if you have worked for the BWY in the past.

Tell us in the space provided of any requirements you have – for example, in relation to online access or dates when you can attend interview.

Please complete the forms in black ink or typescript.

Please provide all relevant telephone numbers and email address / addresses.

### **CVs**

For Communications and Engagement Team positions CVs will not be accepted. The application form must be completed.

### **References**

You have been asked to provide details of people who can be contacted to provide a reference in support of your application. The first reference must be a current employer or, if you are unemployed, your most recent employer. If you have never been in employment, please give details of someone who knows you well. However, this should not be a friend or relative. For instance, university students should give their course tutor.

If for any reason you have changed your name, e.g. by marriage or deed poll, then please indicate by which name your referee will know you.

Our normal practice is to only seek references for shortlisted candidates and for this to be done prior to interview taking place. If there is any reason why you would not want us to contact your employer prior to interview, please let us know.

### **Eligibility to work in the UK**

We have a legal responsibility to ensure only individuals who are entitled to live and work in the UK are employed by the BWY.

In all cases, before you begin work, we are required to confirm your eligibility to work. We will undertake necessary document checks required by the UK Border Agency.

All offers of employment are made subject to verification of eligibility to work in the UK and to undertake the employment offered by the BWY.

**Other information**

1. It is normal to advise candidates of outcome of interview by telephone (where this is possible) at the earliest opportunity. Timescales for achieving this will be discussed at the conclusion of the interview.
2. The initial offer of appointment may be provisional, subject to reference or other checks.
3. Evidence of relevant academic and professional qualifications will be required if you are the successful candidate. You will be advised of how to comply with this requirement.

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