

GUIDANCE NOTES FOR CANDIDATES

1. Please read these notes carefully before completing the application form.
2. It is our aim to appoint the best candidate for every vacancy - in accordance with our Equal Opportunities Policy. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the qualities listed in the enclosed person specification, which are regarded as essential/desirable to do the job.
3. Your application should provide us with as much information as possible. We cannot make any assumptions about your knowledge, skills and abilities. The application form will provide the only information we have about you.
4. Please complete all sections of the application form.
5. Section 6 on the application form is the most important part of your application and should be used to tell us how you think you meet each of the selection criteria listed in the Person Specification. If you fail to do this you are unlikely to be shortlisted. Attention should be drawn to experience, skills, achievements and knowledge gained in past employment or other activities relevant to the job.
6. The equal opportunities monitoring form that you are asked to complete is used only for monitoring our Equal Opportunities Policy and will not be used for any other purpose. It will be separated from the application form before shortlisting and kept confidentially.
7. Curriculum Vitae will not be accepted in place of a completed application form.
8. If you require assistance or have any queries regarding the application form or recruitment process contact the Human Resources Officer on +44 (0) 20 7627 6852
9. Completed application and Equal Opportunities Monitoring forms should be returned to reach us by 5pm on the closing date, unless otherwise stated on the advert or the letter accompanying this form. They can be sent either by hand, post, fax or email to International Alert, 346 Clapham Road, London SW9 9AP, UK. Fax: +44 (0) 20 7627 6900
Email: sfergus@international-alert.org
10. The government requires us to check that you are eligible to work in the UK. As part of the induction, you are required to produce either your Passport or similar documentation to show that you are eligible to work in the UK. Your National Insurance number is also some indication of your eligibility to work in the UK.
11. By signing your application form you are indicating that the statements you make are true and complete. Making a false statement on your application may affect your future employment with International Alert.