Applying for a job with The Welcome Centre
Guidance Notes for Applicants

1. Read the information provided
Your application pack contains a **job description**, which lists the main duties of the post, and a **person specification** describing the skills, experience and qualifications we are looking for.

The application pack may also include other information relevant to the post. Please consider all the information in the application pack, so that you know what the job involves.

If you would like to speak to someone about the post, please email ellie.coteau@thewelcomecentre.org to arrange an informal discussion over the phone.

2. Give us complete and relevant information
When shortlisting, we will assess your application by scoring how well you appear to meet each of the criteria given in the person specification.

Your application form is the ***only*** basis for shortlisting. We can only credit you with experience and skills that you tell us about. We cannot make assumptions, even if some members of the selection panel know you, and we cannot guess what you have done in previous jobs or elsewhere. It is therefore very important that you fill in the form as completely as possible, especially the supporting statement. Where possible, give evidence of ***how*** you meet each of the criteria on the person specification: it is not enough just to say that you do!

Think about how you can show, from your previous experience, that you have the knowledge, skills and attitudes to meet the requirements of this job. Remember that study, unpaid work, work at home and other life experience can all be used as evidence of your skills.

3. Completing the form
Please make sure you complete the form clearly, ideally electronically. If you are completing the form by hand, please write clearly in black ink.

4. Closing date
The deadline for applications is 5pm on Wednesday 2 December. Please send your completed application form to ellie.coteau@thewelcomecentre.org or return a hard copy to Ellie Coteau, The Welcome Centre, 15 Lord Street, Huddersfield, HD1 1QB.

5. Shortlisting and interview
After the closing date, all applications will be read by members of the interview panel. Applications will be shortlisted against the criteria given in the person specification.

Successful candidates will be contacted following shortlisting. If you have not heard from us within one week of the application deadline, please assume that you have not been shortlisted on this occasion. Because of time pressures we are unable to provide feedback to those who are not shortlisted.

If it is possible and safe to do so, we will be holding face to face interviews. If this is not possible, we will arrange virtual interviews instead. When inviting successful candidates to interview, we will provide further information about interview arrangements.

We look forward to receiving your application.