

## Applying for a job with The Welcome Centre

### Guidance Notes for Applicants

Thank you very much for your interest in joining our team at The Welcome Centre. These guidance notes are intended to help you put together a strong application, and give you more information about our recruitment process.

If you have any questions and would like to speak to someone about the post, please email [trustees.thewelcomecentre@gmail.com](mailto:trustees.thewelcomecentre@gmail.com) and leave your contact details, so that we can get back to you.

Good luck with your application.

### 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. Read this information carefully to understand the role that we're recruiting and what we're looking for from applicants.

### 2. Give us complete and relevant information

When shortlisting, we will assess your application by assessing 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. If possible, give evidence of how you meet each of the criteria on the person specification.

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 complete the whole application form, ideally electronically. If you are completing the form by hand, please write clearly in black ink.

### 4. Closing date

The deadline for applications is 4pm on Friday 28 June 2019. Please send your completed application form to [trustees.thewelcomecentre@gmail.com](mailto:trustees.thewelcomecentre@gmail.com), or return a hard copy to 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 invited to attend an interview on Tuesday 9 July 2019.** If you have not heard from us by the end of Thursday 4 July, please assume that you have not been shortlisted on this occasion.

**We look forward to receiving your application.**