

Engaging Communities Solutions CIC (ECS) Guidance Notes for Application Form

Study the job description and person specification carefully.

The most important thing is to show off that you have the skills, knowledge and experience set out in the person specification. Think carefully about your past work experience and the skills you gained. Remember that voluntary work can be just as valuable as paid employment.

When completing the form, do a rough draft first and check that any dates are correct in the right order. Ensure that all sections have been completed.

If you are not selected for interview; please don't be put off from making further applications. Many applicants make several attempts before achieving success.

Please note we do not provide feedback at the shortlisting for interview stage.

If selected for interview, you will be sent details of the date and time along with a self-disclosure form to complete and return.

If successful DBS checks will be carried out and references will be requested.

Your start date will be agreed once all the relevant checks have been completed.

If you would like feedback on your interview, we would be happy to provide it, or, if you are dissatisfied with the selection process, please contact the Human Resources Department on 0800 470 1518.

We look forward to receiving your application.

Please note

Personal information is requested from job applications to assist in the recruitment process. Once the process is completed, the data will be stored for 3 months and then destroyed.

If you are a successful candidate, information will be stored as part of your HR profile.