



GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is returned in plenty of time because late applications will only be considered in exceptional circumstances.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement outlines the skills, experience and qualifications we are looking for. The job description and person specification are supplied with your Application Form, to show the main duties, responsibilities and personal attributes of the post and forms the basis against which you will be assessed.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. Biometric residence permits (BRP), P45 or P60 etc before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

DATA PROTECTION

Filltex Ltd is collecting data in order to process your application under its Safer Recruitment and Selection Policy and will use it for any subsequent employment purposes.

On occasions, the organisation will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Should you be unsuccessful with your application the organisation will destroy your Application Form after six months of its submission.

RECRUITMENT MONITORING

Filltex Ltd is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

We will endeavour to ensure that our workforce and our services reflect community diversity and needs.

To assist Filltex Ltd to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.