

## GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job.

Please read these notes carefully before completing your application. If you have any difficulty, please contact

Chris Kapnisis by **email: [chris.kapnisis@khccc.com](mailto:chris.kapnisis@khccc.com) | phone: 07951 895889.**

### APPLICATION PACK

This consists of our Job description and Person Specification Document and our Equal opportunities monitoring form. They are all available to download on the [www.khccc.com](http://www.khccc.com) website.

If you cannot obtain copies, please contact us for support. The purpose and key tasks and responsibilities of the position are set out in the Job Description.

It is important to read all the information carefully before completing the application form.

### COMPLETING YOUR APPLICATION

#### General Points

Your application should comprise:

- A mandatory supporting statement of no more than 600 words. This is your opportunity to tell us why you want to join Kingsley Hall in this post and what makes you a good candidate for the job. Complete this statement as per the Person Specification. Relate your skills, knowledge and experience to the criteria listed as fully as possible with reference to your paid and/or unpaid work experience, training and qualifications as appropriate.
- A full CV Please include your educational and qualifications and your employment history.
- A short covering letter including the details of two referees. As well as your own contact details, please include each referee's name, role and organization, relationship to you, how long they have known you, address, contact number and email address. Referees will not be contacted unless you are offered the role. Details of referees are held in the strictest confidence.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via e-mail by 5pm  
**on the CLOSING DATE FOR APPLICATIONS 2<sup>nd</sup> February 2024**

## **Working through your application**

- Ensure that you clearly state your name and the full job title on your application documents.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- Your Supporting Statement is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.
- In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any typos or errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Chris Kapnisis and ensure that it reaches us before the closing date. Late applications will not be considered. If you are having problems returning your form, please get in touch.

### **SHORTLISTING**

- Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.
- We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.
- If you are shortlisted, we will normally contact you by email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.
- All offers of employment at Kingsley Hall are made subject to receipt of satisfactory references.
- Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**Best wishes with your application!**