

## How to Apply

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application.

- As part of our Equality and Diversity policy we like to ensure that information about candidates is provided in the same format and all applicants are therefore asked to complete the standard application form. You may send in a CV to support your application but you must still complete the application form in full. This is an essential part of the selection process.
- Each vacancy advertised is based upon a Job Description and Person Specification. The Job Description lists the key responsibilities attached to the post whilst the Person Specification outlines the skills, knowledge, experience, qualifications and competencies which are either essential or desirable. Please consider these carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. All candidates will be assessed against the essential and desirable criteria outlined in the Person Specification.
- Complete all parts of the application form (including the Equality & Diversity Monitoring and Rehabilitation of Offenders sections) and ensure that the information you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form or email.
- Include all qualifications and training which may be part-time as well as full-time. As well as telling us about the exams that you have passed, you should also include information about any relevant courses you have completed.
- Ensure that you return your application to the postal address:- Kingsley, The Brampton, Newcastle, Staffs, ST5 0QW or e-mail address [recruitment@aspiregroup.org.uk](mailto:recruitment@aspiregroup.org.uk) by the closing date as applications received after this date will not be considered.
- Each applicant requires two references. One referee should be a current employer (if you are currently unemployed, you should choose your former employer as referee).
- Due to the volume of applications we receive for our vacancies, we are unable to respond to each individual application. We would like to take this opportunity now to thank you for spending the time completing the application form, however if you do not hear from us within 4 weeks of the

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closing date, please consider your application to have been unsuccessful on this occasion.

Should you require any additional help or guidance on completing your application do not hesitate to contact a member of the Human Resources team on 01782 854816.

Thank you for your interest in Aspire.