##### GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in the post of at CMF Recruitment Services Ltd. There is an application form for this post. to apply you will need to email us**:**

* **A completed application form**
* **asupporting statement and**
* **a completed “Personal data consent form and an Recruitment Equal opportunities monitoring form**

Before submitting these documents, please read the following notes. We hope you find them helpful.

All information you provide us with is confidential.

**THE JOB DESCRIPTION** details the role, purpose and specific tasks the post holder will have to do.

**THE PERSON SPECIFICATION** details the knowledge, experience and skills and abilities you need to do the job. We call these the 'person specification criteria'. We assess each job application against each of the person specification criteria so you must make sure you show how you meet each of the person specification criteria in your supporting statement.

**YOUR application form SHOULD INCLUDE THE FOLLOWING:**

**Personal details**

Include your name, address and your preferred way for us to contact you e.g. telephone number or email address.

**Employment history**

Include names and addresses of your present (or most recent employer) and past employers or organisations where you have gained experience and the dates that they employed you along with brief details of your main duties and your salary. This section should include any part‑time or temporary jobs as well as period of non-employment, unpaid voluntary work and study.

**Education**

Include qualifications, relevant courses or training attended or relevant experience.

Make sure you give all the information needed, including dates. Make clear the level of your examinations and the grades you obtained or list other relevant skills and experience.

**Two referees**

You must provide the names and contact details of two referees (including telephone numbers and email addresses if possible). One of these references must be from your current or most recent employer.

**SUPPORTING STATEMENT**

This is the most important part of your application and your opportunity to demonstrate why you are a suitable candidate for the post and how you meet each of the person specification criteria.

**Please make sure your supporting statement is no more than 2,800 words in total.**

Relate your skills, knowledge and experience to each of the person specification criteria as fully as possible. It is recommended that you address each criterion in the person specification point by point, providing actual examples of your work, skills, experience and knowledge where possible. Take into consideration any paid or unpaid work you have done in the past and any work you are doing now. Do not forget to include any relevant voluntary or community work, leisure interests, and relevant non work experience, including skills acquired in running a home and/or organising a family, if this has been a major part of your experience.

**General Data Protection Regulations 2018**

For your application form to be accepted the “Personal data consent form” has to be completed and submitted via email with your application form and supporting statement. This form details how we will use and store your data and includes a link to our privacy policy for more detailed information.

**Recruitment Equal Opportunities Monitoring Form**

Monitoring the diversity of our applicants is an essential part of CMF’s commitment to Equalities and Diversity. Completing the form is not mandatory but it will help us. It is entirely confidential and will be separated from your CV and supporting statement and will not be made available to those involved in shortlisting or the selection process, or for any purpose other than monitoring and statistical reporting.

**Return your CV, supporting statement, the data consent and recruitment monitoring forms by email to: consultant@atwsolutions.co.uk**