

GUIDANCE NOTES

Thank you for your interest in working for Merseyside Polonia.

The guidance notes will assist you in completing the application form and assist our recruiting managers in selecting the most suitable candidates to be short-listed for interview. It is therefore important when applying for a post with Merseyside Polonia that you complete all sections of the application form, making sure that the information is clear and accurate.

Data Protection Act 1998

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. If you are the successful candidate, this form and the information collected through the recruitment process will be stored and used as part of personnel record.

Making your Application

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

When we short-list and recruit we use:

- 1 The Job Description and Personal Specification
- 2 The application form

The Job Description outlines the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable and Advantageous criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria.

Application Form

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in application form is the information we will use when short-listing for interview. CV's will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities.

Please complete each section in full, as CV's are not accepted.

Please use a font no smaller than 12 point. The application form is produced in Arial 12 point.

Please email the application back by **5.00 pm on Monday 5 January 2014** at the latest to: vacancies@merseysidepolonia.com

If you are unable to do so please send hard copy to the address below:

Merseyside Polonia
Gostin Building
Room 10, 5th Floor
32-36 Hanover Street
Liverpool L1 4LN

Interviews will be held on Monday, 12th January 2014.

If you have not heard from us by 5.00 pm on Wednesday 7th January 2014, please assume that you have not been shortlisted on this occasion.