

## Application Guidelines

1. The information provided in your application is the only information we will be using in deciding whether or not you are short-listed for an interview for the post you are applying for. Therefore your application is very important and the following guidelines have been written to assist you to complete it as effectively and as fully as possible.
2. You will need the Recruitment Information Pack for the role you are applying for to complete your application. Please read the pack carefully before applying.
3. The job description lists the main duties of the post. Before applying you should be clear that you understand what each task involves and that you are able and prepared to carry them out.
4. The 'About You' section in the Recruitment Information Pack describes the knowledge, experience, skills, aptitude and qualifications required for the post; please read this carefully so you are clear what the job involves and the range of expertise required.
5. Please only apply to us if you are comfortable and confident in the above. You may have some other amazing skills and experiences but if they are not listed in the Recruitment Information Pack, then we are not looking for them at this time. Please keep an eye on our website in case more appropriate opportunities arise in the future.
6. However, if you feel that you have most of the skills and experiences that we are looking for then please give it a go. Tell us *specifically* why you feel that your application should be considered.
7. Please apply by sending your CV (including current salary) and a supporting statement. Your statement should explain why you'd like the role, what you will bring to the organisation and how your skills and experience reflect those specified. Your statement should be no longer than three pages.
8. Please return your completed application to the person named in the Recruitment Pack.
9. We will be assessing applications as we receive them and shortlisted interviewing on a rolling basis. We may therefore close the recruitment at any time, so we encourage you to submit your application as soon as possible.
10. RVS wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this by completing our Equality and Diversity Monitoring Form. If you are happy to do this voluntarily, please include the completed form with your application.
11. All successful applicants will be required to undertake a DBS check; where appropriate this will be an enhanced DBS and barred list check.
12. Your application will be kept by RVS for up to six months after the closing date of the post for recruitment review purposes only, regardless of whether you have been successful or not.

Thank you for your interest in RVS.