

Guidance notes on how to apply

General guidance

The application form you complete will play a vital role in the selection process and will determine whether you should be shortlisted for interview. It is therefore crucial that you take your time and complete it as fully and accurately as possible.

- Read the job description and person specification, and this guidance sheet, carefully before starting to fill out the application form. The form may be completed in either Welsh or English. We encourage applications in Welsh and any applications made in Welsh will not be treated less favourably than applications made in English.
- Application forms must be completed in black ink or type.
- The application form is a locked document. You should not alter the format of the form in any way as this may result in your application being rejected.
- Please note that CVs will not be accepted in place of an application form unless expressly specified.

Completing your application

- You must complete **all** parts of the application form: failure to do this may result in your application being rejected. If a section does not apply to you, please write 'not applicable' in the box.
- Keep to the word limits stated in the application form. We will not consider any statements that exceed this limit.
- When completing the 'Supporting Statement' section of the application form, please refer to each of the criteria listed in the person specification, along with the duties outlined in the job description to ensure that you demonstrate your knowledge, experience, skills and behaviours. The information you provide will form the basis of evaluation for shortlisting.
- The person specification indicates both the essential and desirable criteria required. You must demonstrate that you meet all of the essential criteria for the job. The desirable criteria are skills, qualifications and experience which would be beneficial, but not compulsory, for the post-holder to have. If you meet any of the desirable criteria you should demonstrate this within your application.
- Complete the diversity monitoring form. This is purely for monitoring purposes for use by the HR team and the details you give will not be shared with the shortlisting or interview panel.
- We recommend that you retain a copy of your completed application form and the job description.

Submission of application

- Application forms must reach us by the closing date stated on the advertisement and/or application form.
- The application form is available as a MS Word document and as a .pdf file: you are encouraged to complete the application form electronically and email this together with the diversity monitoring form to jobs@ewc.wales
- If you are sending your application by email you should note that the time of receipt will be defined by the EWC's server.

Acknowledgement of application

We do not normally acknowledge receipt of applications, but you are welcome to contact the recruitment team to check receipt of your application form beforehand if you are concerned.

Shortlisting

All shortlisting decisions will be based initially on essential criteria, with desirable criteria being used to further select candidates as appropriate. We interview those candidates who are the closest match to the identified criteria. If there are a large number of candidates for a job who score highly, you may not be called for interview even if you have demonstrated that you have met all the criteria on your application form as there may be other applicants who have demonstrated that they meet some or all of the desirable criteria as well as the essential criteria, or they have demonstrated that they meet the criteria to a greater degree of depth and/or relevance.

Timescale for recruitment

We will notify you of the outcome of your application, whether or not you are short-listed for interview. This normally happens between one and three weeks after the closing date.

Privacy Notice

We take our duty to process your personal data very seriously. To find out more about how we collect, manage, use and protect your personal data please read our Privacy Notice:

<https://www.ewc.wales/site/index.php/en/privacy-notice>

Contact us

If you have any queries regarding your application or the recruitment process, please contact the recruitment team: jobs@ewc.wales or 02920 460099.