



## Community Alliance

BROXBOURNE & EAST HERTS

### Guidance Notes for Applicants

The application form is designed to enable candidates to be assessed for shortlisting purposes and to help monitor the implementation of our Equal Opportunities Policy. The following notes are designed to help you in the completion of the application form and in obtaining employment with Community Alliance Broxbourne & East Herts.

#### General Points

The form should be typed for emailing and copying purposes.

1. Please complete all sections including the Monitoring Information (PART 8). This information is necessary to assess the effectiveness of our Equal Opportunities Policy and will **not** be used for selection purposes.
2. Please return this application by email to [recruitment@communityalliancebeh.org.uk](mailto:recruitment@communityalliancebeh.org.uk). Applications may only be submitted by email and confirmation of receipt will be sent to you. If you experience difficulties or are unable to send by email please call 0300 123 1034.
3. Take note of the closing date of **Monday 25<sup>th</sup> November 2024**, and make certain your application form is emailed so that it arrives by **12 noon** of that date.
4. If you are shortlisted, the interview date for this position is week commencing **2nd December 2024**. In exceptional and genuine circumstances (e.g. pre-booked holidays) we may have the discretion to rearrange interviews in individual cases. Candidates who withdraw or fail to attend their interview without prior agreement will not be considered.