

Notes On Completing The Application Form

1. Please type or write in black ink. All forms are photocopied and black copies are much better than other colours.
2. Applicants are welcome to continue on additional sheets of paper if there is insufficient space on the application form.
3. Do **not** submit your C.V. in lieu of completing the application form. Such applications will not be considered.
4. Do **not** send copies of references or certificates with your application.
5. Please assist us to monitor our recruitment process by **fully** completing the equal opportunities monitoring section. It is used for monitoring only and is **not** seen by the recruitment panel.
6. Please give in date order (starting with the most recent) the name of your previous employer(s), the dates employed, the title of the post with a brief outline of the duties, and the reason for leaving. Please use the continuation sheet if necessary (photocopy as appropriate).
7. Please address **each** of the points in the person specification in your application, giving **examples** of skills and previous experience where relevant. The skills/experience could have been gained in voluntary or paid work. Shortlisting will be done on the basis of the person specification.
8. BTEG may contact referees for shortlisted applicants before interviews take place. If you want to be notified prior to referees being contacted or if you would prefer referees not to be contacted until you have been offered the post, please indicate this.
9. A criminal record will **not** automatically debar you from consideration for employment. If BTEG has any concerns as to the effect a criminal record would have on your ability to carry out the functions of the post these would be raised with you.
10. If at any stage during the recruitment process you consider that you have been treated unfairly please contact the Director or the Chair of BTEG in confidence.

For more information about the application process you can contact Tebussum Rashid, Deputy Chief Executive, on 0207 832 5839 or Tebussum@bteg.co.uk

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