**Candidate Guidance Note – March 2017**

Please read these notes carefully before completing your application. They contain guidance on how to complete the application form and what we are looking for in a good application. You should download the job description, application form and any other supporting documentation which is provided to assist you with your application.

Further information about Leeds Bereavement Forum visit www.lbforum.org.uk

**Job Description**

The job description contains all the information about the roles and responsibilities of the job that you are applying for. The job description outlines the key duties in the role, the terms and conditions of the role and also includes the person specification which tells you what skills and experience we are looking for in the essential and desirable criteria section.

You should read this through and ensure that you have provided evidence for each criteria within section 5 of your application form.

**Applying**

You must complete all parts of the application form. If you wish to attach additional information to your application please include additional sheets ensuring each sheet is clearly marked with your name and the role you are applying for. You should use the application to clearly show all of your relevant skills and experience to date, including any experience during voluntary work, hobbies or other activities.

Application forms should be returned by one of these methods:

* Email to: info@lbforum.org.uk
* Posted to: Leeds Bereavement Forum, Oxford Place Centre, Oxford Place, Leeds, LS1 3AX

**Access Requirements**

We are happy to make any reasonable adjustments to our processes to accommodate any particular needs you might have e.g. large print documents, a particular room lay-out or the need for an interpreter. Please contact us on info@lbforum.org.uk to discuss.

**Shortlisting and Interview**

Shortlisting will start as soon as possible after the closing deadline. When shortlisting we will be looking for evidence of the essential and desirable criteria that we specified in the job description, and checking that you have the right skills and experience to be able to deliver the role.

You will only be invited for interview if you have clearly shown in your application that you have the skills we are looking for. Often we are sifting large numbers of applications and will select for interview those who have matched our requirements most closely, so please ensure you include all the evidence you can to demonstrate your experience, both within paid and unpaid roles, as a volunteer and during your spare time.

Where possible we will supply dates for interviews in our job adverts and in our job descriptions, occasionally these need to change for operational reasons.

If you are shortlisted for interview you will be contacted by phone or email to agree a suitable time and date. We will then send a confirmation email giving you the details in writing, we will confirm the format of the interview and if there is any additional testing involved in your interview or anything you need to prepare.

**Unsuccessful candidates**

If you are not shortlisted for interview we will contact you by email to let you know after the interviews have been completed.

If you are unsuccessful after an interview we will contact you by email and let you have some feedback on why you were not offered the role, or taken to the next stage.

**Offers of Employment**

If you are offered a role after your interview(s) have been completed we will send out offer paperwork to you by email until you have agreed a start date and then a final set will be sent to you by post. All offers are made subject to the receipt of two satisfactory references (we will take these up once you have accepted the offer), and proof of eligibility to work in the UK (we will ask you to bring your passport and driving licence with you to your interview).

**Canvassing**

In order to be fair to all candidates we ask that you do not try to influence the process by contacting anyone in the organisation, particularly if anyone in the organisation is known to you. This is to ensure that all candidates are equally assessed, any attempt to influence the decision would lead to a disqualification from the recruitment process.

**I hope you have found this guide helpful, if you have any further questions please contact the** [**info@lbforum.org.uk**](mailto:info@lbforum.org.uk) **or call 0113 225 3975. The office is staffed part-time but we will respond as soon as possible.**