

Ref: App /HR

Dear Applicant,

# Re: Your recent request for an application pack

Thank you for your response to our recent advertisement. Please find enclosed the following documents:

1. Job description and person specification
2. Guidelines to completing the application and other forms
3. Application form
4. Policy statement on the recruitment of ex-offenders
5. Equal Opportunities monitoring form
6. Equality & Diversity Policy
7. Information about Age UK Nottingham & Nottinghamshire

If any of these documents are not enclosed you should contact the Human Resources Department immediately on 0115 8599265 in order to obtain them.

Please be aware that this job may require us to carry out a criminal records check with the Disclosure and Barring Service (DBS). This will only be carried out once you have been nominated our preferred candidate for this position although our formal offer of employment will depend on the results of this check.

Candidates will be short-listed with reference to the information supplied in the application form – this will be measured against theperson specification. Please use the experience and skills space on the application form to list each of the person specification points and how you meet them. There is no need to supply CV’s.

The information you are about to provide on this application form will be used by Age UK Nottingham & Nottinghamshire or Age UK Nottinghamshire Trading Limited solely to process your application for this vacancy and will not be passed to any third party at this stage.

By signing and returning the application form you consent to Age UK Nottingham & Nottinghamshire using and keeping information about you or by third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for 6 months from the date on which your application was received. Such information may include details relating to disability and ethnic origin. These will be used solely for internal monitoring and will not be disclosed to any third party.

In order to be considered you must return the application form **to arrive by** **5.00pm (unless stated otherwise) on the published closing date**. If your application is received after this time and date you may not be considered. If you have heard nothing from us within 3 weeks of the published closing date, please assume that your application has been unsuccessful.

Finally if you have any queries about this role or the recruitment process, please do not hesitate to contact our HR team on 0115 8599265

Yours faithfully

Laura Page

## Strategic Director (HR)

Encs.