



Guidance Notes for Applicants – Community Coordinator (WTBL)

The application form is designed to enable candidates to be assessed for shortlisting purposes. The following notes are designed to help you in the completion of the application form and in obtaining employment with CVS for Broxbourne & East Herts

General Points

1. The form should be typed for emailing and copying purposes.
2. Please complete all sections including the Monitoring Information (PART 8). This information is necessary to assess the effectiveness of our Equality and Diversity Policy and will not be used for selection purposes.
3. Please return this application by email to recruitment@cvsbeh.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**.
4. Take note of the closing date of **Monday, 29th November 2021**, and make certain your application form is emailed so that it arrives by **12 noon** of that date.
5. It is hoped that interviews for this post will take place on **Monday, 6th December 2021**. Candidates selected for interview will be notified by email of the time and venue of their interview along with any other information. 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.
6. Depending on the number of applications received, it will not always be possible to notify applicants who have not been selected for interview.

Further questions / Informal discussion

If any prospective applicants have further questions before submitting their application, they should email them to **Michal Siewniak, WTBL Community Development Manager** michal@wtbiglocal.org.uk or call: **07903 390649**.

You can also reach Ian Richardson, CEO of CVS Broxbourne and East Herts (WTBL's Locally Trusted Organisation); email: ian@cvsbeh.org.uk or call 07817 245025.