



## Guidance for Applicants

The enclosed application form is designed to ensure that our recruitment panel has the appropriate information to assess each candidate fully and fairly.

Your application will be dealt with in strict confidence. It will only be seen by members of the recruitment panel.

If you are completing the application by hand, please ensure that your writing is clear and legible. Alternatively, you may request an application form by e-mail and word-process the application. You may submit your completed application by email.

Our premises are fully accessible to people using wheelchairs. We also have appropriately adapted toilet facilities.

Equal Opportunities Monitoring Information: In order to help the Metro Centre monitor the effectiveness of its Equal Opportunities Policy please provide the information requested. All information will be treated in the strictest confidence and will not be used in the decision making process. On receipt of your application this information will be detached from your application and will be used for monitoring purposes only.

Work History: Please give details of your main work history (paid and unpaid) starting with your most recent or current appointment. Please give information about the dates worked; position held (including whether part-time or full-time; paid or unpaid); employer's name, business, and reason for leaving.

Education and Training: Please list below all educational institutions attended after the age of 16, giving details of courses taken and qualifications obtained. Include any relevant full-time or part-time training that you have undertaken.

Details of Other Courses Attended: Please list any other courses or training that you feel is relevant to this post.

Statement in Support of Your Application: Important: Decisions will be made on the basis of how far applicants meet the requirements listed in the Person Specification. Please address each and every requirement of the Person Specification in turn. You should give clear and concise information that demonstrates your experience, knowledge and skills. **CV's will not be accepted instead of, or as part of, an application.**

Referees: The Referees whose names and addresses you give should know you through work, either unpaid or paid. One of your Referees should be your current or most recent employer (or equivalent). We will only request references if a job offer is made, not in advance of the interview process.



Finally: If by post these should be marked 'Confidential' to: Head of HR, N106 Westminster Business Square, 1-45 Durham Street, London SE11 5JH. Your application should arrive no later than the time and date stated in the advertisement / on the cover letter.

Email application should be sent to [recruitment@metrocentreonline.org](mailto:recruitment@metrocentreonline.org) by no later than the deadline stated in the advertisement or cover letter. You should include your full name in the message title and your email and attachments must not exceed 300kB in size

Late applications will not be considered.