



Guidance for Applications

The application form found on the METRO Charity website is designed to ensure that our recruitment panel has the appropriate information required 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.

The application form can be found with an explanation of the job role, person specification and an Equalities and Diversity form on the METRO website. [Jobs and volunteering | METRO Charity](#) You can download these forms and then submit your completed application by email. If you are completing the application by hand, please ensure that your writing is clear and legible.

All submitted applications should have both a completed application form and an equalities and diversity form.

Any email applications should be sent to recruitment@metrocharity.org.uk no later than the deadline stated in the advertisement or on the METRO Charity website. You should include your full name in the message title and your email and attachments must not exceed 5MB in size.

You are encouraged to learn about METRO and its structure and services from the website and METRO annual reviews. [About us | METRO Charity](#)
If you have further questions about the role or how to apply you can contact the HR & Volunteering team for more information.

Our premises are fully accessible to people using wheelchairs. We also have appropriately adapted toilet facilities. Information on getting to METRO offices by accessible travel is available.

Equal Opportunities Monitoring Information: In order to help METRO monitor the effectiveness of its Equal Opportunities Policy please complete the information requested in the form provided with the application. 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 and 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 role. Please give information about 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 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: Decisions as to who will be interviewed will be made on the basis of how well 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 and examples 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: Any applications delivered by post should be marked 'Confidential' and addressed as follows:

Head of HR & Volunteering
Equality Community Hub
1st Floor Equitable House
7 General Gordon Square
London, SE18 6FH

Your application should arrive no later than the time and date stated in the advertisement or on the METRO website. Late applications will not be considered.

