

HOW TO APPLY

Candidates should read this information and the role description and person specification carefully. Following the instructions will help you to make the best application and will help us to administer the process fairly.

1. Candidates should complete the Bevan Foundation's application form fully. **We will not accept CVs.**
2. You should show how you meet **each requirement** in the person specification, ideally in the same order – you can use headings if you wish. Simply setting out your life story or work history **is not enough.**
3. You should provide **evidence** about your suitability. Just claiming that you are good at something is **not enough.**
4. Candidates may also tell us about any additional skills or experience that they think may be relevant to their ability to do the job.
5. You should give full evidence of your suitability even if you think the Bevan Foundation is familiar with you and / or your experience.
6. All communications will be by email so please ensure that you give us a correct email address and that you check it regularly.
7. Please provide the names of two referees, one of which should be your current employer. Please do not give the names of relatives or friends as they are not impartial.
8. If you wish, complete the Equal Opportunities Monitoring form. You can return this separately by post to ensure complete anonymity, or email it separately from you application marked 'confidential'.
9. **EMAIL** your form and monitoring form to info@bevanfoundation.org by **4 p.m. on Thursday 6th December putting the word PROJECT OFFICER in the subject.** We strongly advise that you keep proof of sending your application.
10. **We will not accept late applications.**

11. We will notify candidates shortlisted for interview by email, and anticipate doing so by Monday 10th December at the latest.
12. The interview date is **17TH DECEMBER 2018**.
13. We regret that because of the large number of applications we usually receive and our very limited resources we may not be able to notify candidates who have not been shortlisted.
14. If you have any queries about the role please feel free to get in touch - email is best - info@bevanfoundation.org.

Thank you for your interest in this post.
