Guidance Notes for Completing Your Application Form

Due to the high volume of applications we receive for each job post, we have created guidance notes to assist you with completing your application form. This is to give every applicant the best possible chance of demonstrating their suitability for the role and to help candidates fill in a successful application form. **Please read these guidance notes before completing the application form.**

- We intend to appoint the best candidate for every vacancy, and to do this fairly, we require all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Person Specification. We recommend reading the Person Specification before completing the application form.

- Your application form should provide us with as much relevant information as possible. You should not assume that the shortlisting manager will be familiar with the type of work or activities you have experience in, and therefore you should provide detailed information.

- Section 3 of the form asks for relevant training and qualifications. We do not necessarily need a full account of your education here, but please mention qualifications and training that are relevant to the needs of the role. Please also provide information on any gaps in your education history.

- Section 8, outline in this section why you would be the best person for the role, and how your skills, knowledge and experience meet the requirements of the role. We recommend providing examples and detailing how your skills and experience fulfil the Person Specification.

- Complete every section of the application form when applying. This helps us ensure that all applicants provide the same information and are assessed fairly. We ask applicants not to submit a CV. However, if you require a reasonable adjustment under our Disability Confident Commitment, we can consider a CV as part of your application. If you submit only a CV and do not tell us about the reasonable adjustment needed, we will not be able to consider your application. We also cannot consider applications that are incomplete or contain technical issues. Please also be aware that we may close applications sooner than the specified deadline if we receive a sufficient number of applications prior to the closing date, and we strongly encourage early applications. Candidates are expected to complete their applications independently. Where there is evidence that AI has been used to generate application responses, the application may be discounted from the selection process.

Please read our candidate privacy notice for applications, which can be found on our website: CWT Candidate Privacy Notice.pdf. We are strongly committed to protecting personal data, and this policy is designed to inform how we gather, use, disclose, and manage the data you provide us.

Good luck with your application, and thank you for your interest in working for us.

Human Resources Team
Cumbria Wildlife Trust