

Information for Applicants

Read the job description and Personnel Specification



- Shortlisting is based on the criteria outlined on the Personnel Specification.
- The Specification lists qualifications, skills and qualities that are essential or desirable to undertake the job.
- It is important that you make it clear in your application or within your C.V. how you feel you have these qualities.

Writing your C.V.



- To apply for one of our job vacancies, you can provide us with an updated **C.V.**, making sure to provide a personal statement/covering letter that demonstrates how you meet the essential requirements stated in the Personnel Specification and how you can perform the duties listed in the Job Description.
- You may want to give examples from your work history, as well as other experience gained in employment, education, volunteering and in your personal life.
- Please fill in all your relevant details, using your full legal name.
- If any field is not applicable, please enter N/A.
- Please provide all relevant experience you have, We will not make any assumptions about you or your abilities
- Any employment with temporary agencies you must show the agency as the employer as well as the business where the work was carried out.
- Please also include any breaks in employment history together with the reason for the break.
- List all qualifications, including those gained overseas, stating the date and grades/levels achieved.
- If essential qualifications or equivalents are specified on the Personnel Specification, we will check to see if yours meet the criteria and are relevant. For further information, please visit www.nsd.org.uk
- Please only list your memberships or training if they are relevant to the job.
- **Now you have completed your C.V. , personal or covering statement, you can either email it to info@nsdt.org.uk, post or deliver in person to Brasshouse Community Centre, Brasshouse Lane, Smethwick, West Midlands, B66 1BA.**

Equality, Diversity & Inclusion



- We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates.
- By completing the diversity questionnaire, you will help us to monitor our recruitment and selection procedures and eliminate potential areas of discrimination.
- Criminal records will be considered for recruitment purposes only where the conviction is relevant.
- We are a Disability Confident Employer, we have a positive approach to employing disabled people and guarantee an interview for applicants who disclose they would like to be considered under this scheme and meet the essential criteria.
- If you have a disability and require assistance in making an application, or have experienced a problem whilst applying for a position, please contact us on 0121 555 5672 or via e-mail to: info@nsdt.org.uk
- If you require any reasonable adjustments during the recruitment process, be sure to include these on your application.

References & Referee's



- Please include your current or most recent employer as one of the references. Please check with your referees that they are happy for us to contact them after you have received your conditional offer. This saves time.
- For graduates or people leaving full time education please give a contact from your last educational establishment.

Data Protection and Declarations



- Before submitting your application, your consent will be required to hold and process your personal data.
- You should carefully consider any questions seeking declaration and answer the question honestly.

Need any help?

Please speak to us if you require assistance in making an application, or have experienced a problem whilst applying for a position.

We can be contacted by calling us on 0121 555 5672 or by e-mail to: info@nsdt.org.uk