

Recruitment and Selection Process

Application form

The Executive Assistant and HR Officer will remove all personal data from the application form before it is sent to the recruitment panel.

Shortlisting

Applicants will be chosen for the role entirely based on merit and suitability for the post, by an assessment of each application against the requirements in the advert.

Applicants who are unsuccessful will be informed of the outcome.

Contacting you

All candidates will be contacted via email for the following reason:

- To inform them that their application has been received
- To inform them if they have/have not been offered the role

Commitment to equality

In the case that candidates are 'as qualified as' each other we will give preference in offering interviews to people from diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.