



## GUIDANCE NOTES FOR JOB APPLICANTS

**Please download the application form and save a copy. When you have completed your form in full, please attach it to an email to [HR@kwanyick.com](mailto:HR@kwanyick.com) by the closing date specified in the advertisement.**

Kwan Yick does not accept CVs or applications by post. Only applications submitted by email will be accepted.

When completing your application, please adhere to the following points to increase your chance of being shortlisted for interview:

- *Place the job title in the subject line of your e-mail and attach the completed application form and Equal Opportunities Monitoring Form as separate documents. You will then receive an e-mail confirming receipt of your application.*
- *Complete each section of the form and ensure any additional information is attached when submitting the form.*
- *The skills, knowledge and experience required for the advertised post are listed in the Person Specification under headings. Please ensure you address each heading **in order** giving examples / evidence of how you have demonstrated each of the requirements listed. Your evidence should primarily be work related, however you may also include examples from voluntary work or your personal life.*

The job advert will usually detail the actual date of interview or the week in which interviews will take place. Interview dates cannot be changed as an interview panel will have been appointed.

If you have not been shortlisted for interview for the post, you will not be contacted.

If you have attended an interview, you will be contacted to advise the outcome of the interview process.

Thank you for applying for a post at Kwan Yick.