



## **Guidance for Candidates on our Application Process**

If the opportunity to work in our dynamic and ambitious organisation, we would be delighted to receive your application.

Details of all our vacancies, together with online application forms and job descriptions can be found on our [recruitment page](#). If you have any questions about working for us, please contact [ekoinfo@ekotrust.org.uk](mailto:ekoinfo@ekotrust.org.uk)

Once you have found the role you want to apply for, you need to make sure your application form gives you the best possible chance of getting an interview. The following tips will help you in the application process.

### **Completing your Application**

- Complete all parts of the application form
- Use clear, plain English. Do not use all block capitals or all lower case
- Check your spelling and grammar. Read what you have written back to yourself; does it make sense?
- Tailor your application form to the job you are applying for, by carefully reading the job description and matching your skills and experience to the criteria in the person specification (found at the end of the job description)
- The 'supporting information' section is your opportunity to really sell yourself. You can include information here that is not already covered elsewhere in the application form such as your skills, knowledge or experience relevant to the post, a brief explanation of any gaps in your employment
- Always back up what you are saying with tangible and relevant examples of your experience, achievements and any resulting key learning. So rather than just writing 'I am a



good team player', give examples of teams you have been part of, your role within those teams and an explanation of what you achieved through working collectively.

- Don't forget to complete the equal opportunities monitoring form and send this with your application to the email address stated.

### **Shortlisting**

We will use the information in your application form (but not the equal opportunities monitoring information) to draw up a short list of candidates to be invited to interview. Shortlisted candidates will be contacted within 2 weeks of the closing date; no discourtesy is intended in not contacting you if your application is rejected.

### **The Selection Process**

If your application is successful at the shortlisting stage, you will be asked to attend an interview with questions that relate to the essential criteria required for the role and our values. Some roles require you to take a test or give a presentation as part of the selection process. We will let you know in advance if this is the case.

In certain circumstances we may decide to complete our selection process virtually. This might be by asking you to attend an interview online using certain software such as Google Meet or Skype, and asking you to undertake tests.

### **Tips for virtual interviews**

- Prepare for a video interview in the same way you would a live interview – be prepared to tell your story, and think about questions to ask. While the medium may be different, the objectives of the interview are the same.
- Test your software before the interview. Make sure you're familiar with the settings and menus in case you need to make adjustments during the interview.



- Keep the recruiter contact details handy in case technical issues prevent you from completing the interview and flag immediately so that we can help you reconnect or reschedule.
- Ensure you have an appropriate user name, not a nickname – being thoughtful about these small things, just like you would at an in-person event, goes a long way.
- Try to join the event from a quiet room where you won't have any distraction
- Join the meeting on time
- Ensure you have a notepad and pen handy to write down useful information
- Always dress for the interview – you will feel more prepared and confident
- Be patient because sometimes the connection will lag and can lead to talking over one another. Try to limit internet traffic at home during your interview to avoid lag disruptions.
- Certain platforms have a “raise hand” function to indicate you'd like to ask a question.
- Don't forget to smile if you're on video conference – let your enthusiasm show!

### **If you are successful following interview**

If you are successful at interview stage, we will contact you by telephone to make a conditional offer. This will be followed up in writing asap. We will chase referees for references if we have not already received them and ask you to complete an online occupational health pre-placement questionnaire.

### **Disclosure and Barring Service (DBS) checks**

We are committed to the welfare and safeguarding of children and vulnerable adults. Most of our roles are subject to an Enhanced clearance from the Disclosure and Barring Service. As an equal opportunities employer, we will consider all applications fairly and on merit. Information supplied will be treated in confidence and will not be used as the sole criteria to decide an applicant's fitness for the position.



Unless an appointment is prohibited by law, a criminal conviction will not automatically debar the applicant from appointment. Applicants will be given an opportunity to discuss any information supplied before a final decision is taken regarding their appointment. Once all your pre-employment checks have been completed successfully, we will contact you to arrange a start date and send your new contract of employment to you before your first day.

**Good Luck with your Application.**