



## INFORMATION FOR APPLICANTS

### Post: Charity Bookshop Manager

Thank you for your interest in the recently advertised post. We have pleasure in enclosing an application form, which you should complete and return to this office by the advertised closing date.

#### Equal Opportunities

Eden Valley Hospice is an Equal Opportunities Employer and will consider all applicants based on suitability regardless of sex, race, age, marital status or disability. We will also ensure that no employee or job applicant receives less favourable treatment on grounds which are unlawful or which are not relevant to the requirements of the particular job.

Please note that, in order to maintain our equal opportunity measures, CVs and other additional information such as testimonials will not be forwarded to those short listing, so you should ensure that all relevant information is given on the application form or continuation sheets.

*Any offer of employment will be subject to the applicant complying with the Disclosure process required by the Healthcare Commission and Criminal Records Bureau.*

#### Data Protection

The information given on this application will be either stored in a secure area for the period of your employment should you be appointed, and for a further period of six years following the date of leaving employment. Aspects of your application will also be stored on file on a computer information system. If you are not appointed, the information will be stored in a secure area for a period of at least six months following application or interview. At the end of this period your records will be destroyed.

#### Completing the Application Form

Please note the following when completing your application form:

- ❖ **Complete all the sections in black ink** and provide all the information requested.
- ❖ To short list applicants we need to identify that they meet the criteria on the person specification, we can only do this if you tell us in the section asking for additional information how you meet the criteria.
- ❖ You should keep the information in the section on additional information relevant to the post you are applying for and should put particular emphasis on the essential criteria.

#### Interview and Appointment Process

As a local charity, we are constantly striving to make best use of our funds to provide an effective service to the people of North Cumbria. As part of this effort, we regretfully do not acknowledge receipt of application forms. The timetable for this vacancy is as follows:

#### Closing date for applications: 26 March 2010

Please return your form to Paul Cookson, Head of Financial & Support Services, Eden Valley Hospice, Durdar Road, Carlisle CA2 4SD.

#### Shortlisting completed by: Week commencing 29 March 2010

If you have not heard from us with interview details within five days of the shortlisting date you may assume that on this occasion your application has not been successful.

#### Interviews will take place on: Week commencing 5 April 2010