



ISLAMIC RELIEF

HUMAN RESOURCES

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

Included within this pack are the following documents:

Application Form: All sections of the application form should be completed. If you are handwriting the application, please make it in BLOCK capitals using Black ink. You may attach a C.V; however you should not state on the application form "see C.V." as this is not acceptable on its own.

Job Description: The job description describes the roles and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying.

Person Specification: The person specification describes the skills, experience, abilities and other factors we shall be looking for when selecting applicants. Please read this carefully and address how you fulfil each point on the specification when answering certain sections of the application form.

Equal Opportunities Monitoring Form: Islamic Relief is committed to equal opportunities and its managers have a duty to ensure that all recruitment decisions are based on criteria relevant to the job. We will not discriminate unfairly on the grounds of an applicant's gender, race, skin colour, nationality or ethnic origin, level of physical ability, religious belief or lack of it, marital status, responsibility for dependants, age, appearance or membership of a trade union.

We monitor all applicants for employment. It will assist us if you would complete the monitoring form included as a separate sheet with this pack. It will be kept separate from both the application form and your personal details and will not be seen by the employing manager.

CRB (Criminal records Bureau) Checking:

We are required to conduct CRB checks for our staff, to comply with the Child Protection Laws and POVA (Protection of vulnerable adults), this is also a requirement of the Charities Commission. By signing the application form, you confirm that you consent for this check and further details will be required from you by the HR department.

General Information: Please make sure that we receive the application form by the closing date. Late applications will not be considered.

If you are short listed for an interview, we will reimburse the cost of your travel at standard public transport rates. All claims for reimbursement must have supporting receipts. If you are shortlisted for an interview and have special needs, please let us know the details when you receive your interview appointment.

Before any employment offer is made, your nominated references, with your permission, will be contacted to obtain the information we require.

You may be asked to provide evidence of your qualifications, skills, and experience to validate your application.

You may be asked to perform tests before being invited for an interview, if this is the case you will be notified in advance.