



Reg. Charity No 1000192

ESSEX RACIAL EQUALITY COUNCIL

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FOR EMPLOYMENT

These notes are intended to assist you in completing your application for employment. Please read them before you start, and follow the guidance carefully.

Application should be typewritten or completed legibly in black ink, to allow for photocopying. Please make sure that any continuation sheets are headed with your name and the post being applied for. Please do not attach your curriculum vitae, testimonials or any other documents with your application. Applications in the form of a curriculum vitae will not be considered.

There are two documents in your recruitment pack which are vital to the recruitment and selection process. The first is the job description. This sets out the overall purpose of the job and the main duties and responsibilities. The second document is called the 'person specification'. The person specification describes the person we are looking for to fill the vacancy, in terms of the skill, abilities and experience required for successful performance in the post.

Decisions about shortlisting and selection will be made according to whether applicants demonstrate in their applications that they possess the skills, experience and abilities required. Please provide evidence that you possess each of the requirements listed in the person specification by giving specific examples. You may wish to use the selection criteria as headings to ensure that you provide evidence covering each of the points listed. Unless you provide evidence that you possess all the requirements, supported by relevant examples, you will not be included on the shortlist. Do not leave out any relevant skills or experience gained outside full-time work, for example, organising sports, social activities or voluntary work.

Application should be returned by the closing date and addressed to:

Essex Racial Equality Council
Lower Ground Floor, Civic Centre
Victoria Avenue
Southend on Sea
Essex SS2 6EP
Tel: 01702 333351

ESSEX RACIAL EQUALITY COUNCIL EQUAL OPPORTUNITY POLICY

The Essex Racial Equality Council is an Equal Opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, religious beliefs, sex, marital status, sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

There will be no discrimination against persons with disabilities who have the necessary attributes for a post. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunity and, where appropriate, special training to progress within the organisation. The EREC is committed to a programme of positive action to make this policy fully effective as set out in our own code of practice and that of the Equal Opportunities Commission.

The EREC will also observe the letter and spirit of the Rehabilitation of Offenders Act.