

Application Guide

N.B. A Job Description and Person Specification can be accessed via the same webpage as this guide, alongside a copy of our Diversity and Monitoring form.

Application

Your application should consist of:

- 1) a copy of your **Curriculum Vitae**. This should include the reasons for each change of employer and provide two referees (i.e. your most recent/current employer and a previous employer).

N.B. References will not be taken up, or any current employer contacted, until such time as a job offer has been made and accepted.
- 2) a detailed **supporting statement** that demonstrates how your experience and training matches with the person specification and enables you to satisfy the job description.

We would invite you also to submit:

- 3) your completed **Diversity and Monitoring** form N.B. This will be separated (unread) from your application upon receipt and used by way of monitoring at the very end of the recruitment process.

N.B. If you do not wish to complete a Diversity and Monitoring form, your application will not be affected in any way.

Applications should be submitted via e-mail to:

jobapplications@wythamhall.co.uk

or by post to:

Wytham Hall Jobs
117 Sutherland Avenue
London
W9 2QJ

Disability

Please notify us if there are any 'reasonable adjustments' that we can make to assist you in your application and/or with our recruitment process.

Interview

If invited for interview:

- The interview itself will involve a panel of two.
- This will involve a number of pre-planned set questions followed by a more reactive discussion based upon your answers.
- Be aware that the interview process will involve a brief computer test to assess your suitability for the role.
- Finally, you will be invited to ask questions of your own.
- You will need to provide evidence of your ability to work in the U.K.

N.B. We will not acknowledge receipt of applications unless you specifically request that we do so.

If you have any questions or are uncertain of anything stated here, then do not hesitate to contact us to discuss your query via e-mail:

andrew.keck@wythamhall.co.uk

and/or

stephen.tufnell@wythamhall.co.uk