



Dear Applicant

MINIBUS DRIVER & TRANSPORT COORDINATOR

Further to your request for information and an application form for the above post I have great pleasure in enclosing the following:

- Job Advert
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

The closing date for receipt of completed Application Forms is:

Midday, Wednesday 25th September 2019

Interviews will take place on Wednesday 2nd October 2019

Best of luck with your application.

Yours sincerely



Ken Elliott
Chairman

YOUR APPLICATION AND OUR RECRUITMENT PROCESS

The information you provide in your application form is the ONLY information we will use in deciding whether or not you will be short-listed for an interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is part of AVSED's commitment to ensuring equal opportunities.

Planning your application form

- Before filling in the application form, read the Job Description information carefully, so that you know what the job involves and the range of expertise required
- The Person Specification is a list of criteria or requirements regarded as necessary for the post. Look at these and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself. Draw upon your past and present job, interests, voluntary work and any other relevant experience and skills. To be considered for an interview, you will have to fulfil the Person Specification, demonstrating your abilities by telling us about your experiences. **Telling us** is the most important thing – we are unable to guess or make assumptions

Completing your application form

- Application forms should be completed as fully and as clearly as possible so we can consider all candidates on the same basis. If you have any disabilities or need assistance in completing the form, let us know. Do not submit your CV with or instead of a completed application form, since it will not be considered
- Make sure you type your answers, or complete the form in black ink and capital letters because it will be photocopied
- Information in support of your application should be no longer than two additional sides of A4
- In completing the references section, please give your present employer and most recent employers wherever possible
- Please complete the Equal Opportunities Monitoring form

Sending your application form

- Send your completed Application Form and Equal Opportunities Monitoring form to AVSED via email or post, using the contact information at the top of the Application form
- The job information will state the closing date by which you are to return your application. Applications received after this closing date/time will not be considered

Shortlisting

- After the closing date the application forms are read very carefully to see how each person's skills and experience relate to the person specification, and applicants who best meet these requirements will be short-listed for interview.
- When completing your application pay particular attention to the criteria in the person specification. You need to be able to show how you meet the criteria

Interviews

- The interview panel will ask questions to cover the person specification. The questions are intended to allow you to expand on your application and show the panel how far you meet the requirements of the post
- All candidates will be asked the same questions at interview
- Short-listed candidates may be asked to complete a task either before or at the interview, and as part of the selection process
- Short-listed candidates will have the opportunity to ask questions about the job, conditions of service etc
- People on the panel keep a record of their assessment of each candidate so that scoring is fair and the reasons for their decision are clear and consistent. They will therefore take notes during your interview

Feedback

- If you are unsuccessful and feel feedback on your application and/or interview would be helpful in applying for other jobs, please ring the project manager at AVSED who will be pleased to arrange for this to be given to you

Complaints

- We are trying to ensure that every stage of our recruitment process is fair and consistent. We want to ensure that everyone is treated fairly and helpfully, even if not appointed. If you feel you have been treated unfairly, please write to us and we will investigate

We hope you will be successful in your application. However, if you are not, we wish you well in your future career and hope that your application process with us will have enhanced your chances of successfully applying for other positions.