

Application Guidance

Note to Applicants

The Job Description and Person Specification document is the sole basis for short listing for this post. The information you provide will be matched against the essential criteria for the post and, if necessary, against the desirable criteria. Those invited for interviews will be those who best match the criteria overall.

No details other than those on this form are used in short listing – please do not enclose any CVs or other material as they will not be viewed.

Type or write clearly using black ink as this form will be photocopied. Please continue on a separate sheet of paper if space is not sufficient. Alternatively you can complete the form electronically (e-mail to request a form).

Submitting your application

You may email your completed form to Recruitment.HR@citizenshipfoundation.org.uk

You may submit your completed form by post to:

Human Resources
Citizenship Foundation
88-94 Wentworth Street
London
E1 7SA

Equal Opportunities Form

In order to monitor the success of our equal opportunities policy, the Citizenship Foundation gathers certain data on applicants to ensure we are appealing to all sections of the community in advertising our vacancies.

It is of great assistance to us if applicants return a completed equal opportunities monitoring form with each application. This is optional but very helpful to us. Information on this form is kept entirely separate from your application and is completely anonymous.

If applying by post, please post your Equal Opportunities Monitoring form to the same address as above, either in a separate envelope, or in a sealed envelope along with your application – whichever you prefer.

If applying by email you may also email your Equal Opportunities Monitoring form to us however if you prefer you may post it to us at the address above.