

Guidance notes for job applicants

Guidance on submitting applications, the shortlisting process and interviews

Please read these guidance notes carefully before submitting your application. This guidance is intended to help you participate in our recruitment process as effectively as possible, which will enable us to make our selection decisions.

The Alliance is an equal opportunity employer. We follow a fair and consistent processes, in which recruitment decisions are made based on abilities, merits, experience and qualifications of the candidates. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply in your application.

Application forms and CVs

Each vacancy will specify whether or not an application form is required.

For roles which require an application form:

- Please ensure all sections are completed. Incomplete application forms may not be accepted.
- You may submit a CV in addition to completing the application form.
- CVs received on their own will not be accepted.
- For certain roles such as non-exec roles, expressions of interest may be asked for.

Completing the application form

Please start with your current or most recent job and work backwards. You should give details of previous employers, the position you held, and a short statement covering your key responsibilities and achievements.

Education, Qualifications and Training

List your professional memberships, degrees, grades and other relevant qualifications. You can also include details of relevant recent training taken at work or independently.

Supporting Statement

This is a very important part of your application which gives you an opportunity to explain why you are a suitable candidate for the post you are applying for. Read the job description and person specification carefully and keep these in mind when writing your supporting statement.

The information you give here will be considered when choosing applicants for interview. It is important that you provide us with evidence that you possess the knowledge, skills and experience required for the job, as set out in the person specification. It is not sufficient to merely state that you have required skills or experience – you will need to provide specific examples which demonstrate how you meet each requirement.

It is very important that you address each of the items in the person specification in a clear structure, preferably in the order they have been listed, using headings. Please also provide examples that demonstrate your effectiveness in the competency areas.

You can use relevant work-based examples but also other activities, such as voluntary or leisure, to support your application.

Values and Behaviours

Within the supporting statement section, you will also be asked to give examples against each of our values and how you have demonstrated them. Please refer to the Values and Behaviours Framework on our website. Any kind of situation is suitable, work or personal life. There should be a maximum of 300 words per value.

Submitting your application

Please send your completed application by email to recruitment@sportandrecreation.org.uk

Applications received after the closing date will not be considered.

In your application submission, please state where you heard about this opportunity at the bottom of the application form.

By submitting an application, you are consenting to your data being utilised and kept on record for the purposes of recruitment to the Sport and Recreation Alliance.

Equality Monitoring

We rely on you voluntarily completing our equality monitoring survey which is held separately to your application. We know you don't have to do this, but it would really help us out if you could. Thank you.

Shortlisting process

The shortlisting takes place a few days after the advert has closed. The process involves making an assessment of how closely your application meets the selection criteria set out in the person specification. The shortlisting panel will go through your application in detail, looking for evidence that you possess the knowledge, skills and experience required for the job.

Personal details from application forms are removed and anonymised for shortlisting purposes. Once a decision has been made in who to invite in for interview, personal details will only then be given to the recruiting panel.

If you are not selected for interview, it will be because your application does not adequately demonstrate the criteria stated in the person specification or there are candidates who met the criteria closer than you.

Unfortunately, due to the high volume of applications we receive, we are unable to inform those who are not shortlisted or give specific feedback on why. If you have not heard from us within three weeks of the closing date, you should assume that your application has been unsuccessful.

Interviews

If you are selected for interview, we will normally contact you by phone or e-mail. You will receive full details of the selection process and directions to our office in an email. If you have a disability and need any adjustments to be made in order for you to take part in the selection process, please contact us immediately on receipt of your interview invitation.

In some instances, it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details, if this applies to the selection process for the job for which you are applying.

Guaranteed Interview

We are a disability confident committed employer and we offer an interview to an applicant who declares they have a disability if they meet the minimum criteria for the role.

Equality and Diversity

We are committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships. The Sport and Recreation Alliance is keen to further increase the diversity of its workforce and welcomes applications from all sections of the community.

Safeguarding statement

The Sport and Recreation Alliance believes that a child, young person or adult at risk should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore, all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Alliance.

Prior to completing and submitting an application, please refer to our privacy notices on our website.

Recruitment Agencies - Please note we are only looking at direct sourcing for this role and if this were to change, we will contact our preferred agencies directly. Due to the volume of approaches we are receiving, we kindly ask that you refrain from inquiring about this role.

We would like to thank you for your interest in the Sport and Recreation Alliance and wish you luck with your application.