

## **GUIDANCE NOTES FOR APPLICANTS**

These notes are provided to help you in our selection process and to assist you in providing us with all the information required to help us understand how you meet the requirements of the job.

The Application Form is a key component of the selection process. It provides the basis on which we will shortlist candidates for interview and acts as a reference during the interview.

Even if you are already known to the leadership team at MCC, it is essential that you complete the form in full. We will not rely on any previous knowledge that we may have of you in the selection process.

### **Check you have all the essential documents**

In the application pack you should have a Job Description, an Application Form and a Statement of Values. The purpose and main duties and responsibilities of the post are set out in the Job Description along with the knowledge, skills and experience we are looking for in the successful candidate.

### **Completing the Application Form**

Please complete the required fields. You can expand the fields as required to accommodate your information.

The section headed '*Supporting Statement*' provides you with the opportunity to tell us why you wish to apply for the job and why you consider that you are a suitable candidate. It is important that you provide us with evidence to demonstrate that you possess the gifts, knowledge, skills, experience and vision required as set out in the Job Description. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

It would be helpful if you were to provide information on each of the items in the Person Specification section of the Job Description. Make sure you tell us everything relevant to your application because this form provides the main basis of selection of candidates for interview.

Please return your form to the email indicated at the end of this note and ensure that it reaches us before the closing date. Applications received after the closing date may not be considered.

## **Shortlisting**

Shortlisting will take place as soon as possible after the closing date and will be carried out by the leadership team at MCC. When shortlisting we will be assessing how closely your application meets the selection criteria set out in the Person Specification section of the Job Description. We will go through your application in detail looking for specific evidence that you possess the gifts, knowledge, skills, experience and vision required for the job. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

## **Interviews**

If you are shortlisted, we will contact you to invite you to interview. It may be necessary to hold the selection process in two stages and some applicants may be called back for a second interview. Travelling expenses will be paid.

## **Offers of employment**

Any offer of employment will be made subject to receipt of satisfactory references.

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Because the successful applicant will work, to a greater or lesser extent, with vulnerable children and vulnerable adults we ask you to disclose any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. You will be required to submit to a Disclosure and Barring Service check.

## **GDPR Privacy Notice**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. The successful candidate's application form will be retained and will form the basis of their personal record.

By submitting the completed application form you will be giving your consent to your data being stored and processed for the purpose of the recruitment process and your personal record if you are the successful candidate.

## **Return of the completed Application Form**

Return the form to: [recruitment@harrogate-mcc.com](mailto:recruitment@harrogate-mcc.com)

**Mowbray Community Church**  
Westmoreland Street, Harrogate,  
North Yorkshire, HG1 5AT

**T** 01423 501821  
**E** [info@harrogate-mcc.com](mailto:info@harrogate-mcc.com)  
**W** [www.harrogate-mcc.com](http://www.harrogate-mcc.com)