



GUIDANCE NOTES FOR APPLYING FOR JOB

Vacancy: BSL/English Sign Language Interpreter

Thank you for your interest in this role. These notes have been put together to help you apply for the job. Please read them carefully, along with any other information supplied, before you start.

We will choose candidates for interview based only on the information in the application. Please read the job description and person specification carefully.

We expect interviews to take place in the week commencing 11th January 2021. Full details will be given on shortlisting.

HOW TO APPLY

Visit our online application portal here: <https://hr.breathehr.com/v/full-time-part-time-british-sign-14358>

Complete the information requested.

You will have the opportunity to upload documents. Please submit:

- A **personal statement** explaining why you are applying and demonstrating why you are suitable for this role.
- A **current CV**. This must include 2 references that we can use if you are successful in your application.
- **Equal opportunities monitoring form**. *This is a voluntary part of the application. Information in this section is not used in the selection process at all. It is used to monitor and ensure the successful development of our equal opportunities policy.*

You will receive an automated acknowledgement which will include a link to review your application.

The deadline for applications is 23:59 on Wednesday 6th January 2021

We are unable to accept applications via any other route.

ENQUIRIES AND CHRISTMAS CLOSURE

We hope you have all the information you need to make an application. Please contact Frances Connor (frances.connor@nottsdeaf.org.uk) if you have any questions or encounter any problems.

Please note that between 24th December and 3rd January we may be unable to respond to your enquiries but will do our best to respond before the closing date on the 6th January.

We wish you every success with your application.