



Guidance Notes for Applicants

Thank you for your interest in applying for a post at Queen Elizabeth's Foundation.

Please complete each section on the application form; a CV may also be sent with your application form.

Full details are needed of your previous education and employment; if there are any gaps in your career history, please provide the relevant details in section 3.

You should study the job description carefully and demonstrate how your skills, experience and, in some cases qualifications, would enable you to undertake the necessary requirements. Full details should be included in Section 7 of the application form. This information is used to assess the applicants to be invited to interview.

Please provide as much detail as possible in Section 9 to enable references to be obtained, if your application is successful.

When your application is complete, please forward this to the relevant centre to which you are applying.

Please ensure you submit your application prior to the closing date.

Short listing will take place as soon after the closing date as possible. Applicants who are selected for interview will normally be contacted within seven working days after the closing date.

We regret to advise that, due to the costs involved, Queen Elizabeth's Foundation is unable to contact applicants who are not selected for interview. If you have not heard from us three weeks after the closing date, we regret to advise that your application has not been successful.