

## Important information for applicants

This document outlines what to expect when submitting an employment application to AFF.

The information in this document applies to all AFF vacancies, with the exception of those based in EJSU as applications for these roles are handled through local labour support units, and as such the procedures will be slightly different to those outlined here.

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### **I've applied for a job with AFF before. Can I use the same application to apply for another?**

- Occasionally we make changes to our application form, and you may find that the requirements for particular roles are different, so you should always use the form included with the vacancy you wish to apply for (and complete and return it in Word format).
- Some of the information you have included in a previous application form might still be useful, but everything needs to be presented using the current application form.
- Applications submitted using an old version of the application form will be rejected.

### **Should I send my CV with my application?**

- We don't accept CVs or take them into consideration in the recruitment process. If you would like to provide further information on prior employment (above and beyond what is requested in the application form), you can send us an additional page in support of your application in order to provide that.
- Other information that you usually include on a CV which may support your application can usually be included in the supporting statements of the application form.

### **When will I know if I've got an interview?**

- Shortlisting takes place as soon as possible after the deadline has passed (usually within 3-5 working days) and invites to interview are emailed soon after.
- If we have received a large number of applications, we may introduce a second application stage to help us finalise a shortlist. Candidates will be notified as soon as possible in this event, with full instruction given on next steps.
- Please check your email (including your junk box) and reply to your invite to interview as soon as possible.
- If you have not heard from us within 5 days after the application deadline, it means you have not been shortlisted for interview.

## **If I'm not available on the advertised interview date, what should I do?**

- If you have a request regarding interview timings, or if you know you would not be available on the advertised interview date (if shortlisted), please let us know, when you submit your application form: there is a section for this.
- Wherever possible we will make every effort to accommodate a change of date/time, but are unable to guarantee that a suitable alternative will be available.

## **Where will the interview be?**

- The interview will be held via Microsoft Teams unless it is a central office position. Details will be shared with you with your invitation to interview.
- We will always try to stick to the advertised interview time and date, but occasionally we may have to make changes. We will give as much notice as possible in the event that the published information is changed.

## **Will there be a task included?**

- On occasion, we include tasks as part of the interview process. This might be something like a presentation or an IT-based task. If you are shortlisted and a task is to be included as part of the interview process, you will be notified of such when you receive your invite to interview.