



IMPORTANT INFORMATION FOR APPLICANTS

The information in this document applies to all AFF vacancies, with the exception of those based in EJSU and Germany (see below).

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

Easy navigation!

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Applying for a job in EJSU or with AFF Germany?

Please note that applications for these roles are handled through local labour support units, and as such the procedures will be slightly different to those outlined here. Contact details of the hiring unit are included with the job advert on the AFF website.

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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, 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.

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Should I send my CV with my application?

- We don't accept CVs. If you would like to provide further information on prior employment (above and beyond what is requested in the application form), you can use a separate document to provide that.
- Other information from your CV which may support your application can be included in the supporting statements of the application form.

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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 **e-mailed** 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 e-mail (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.

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If I don't get an interview, can I get feedback?

- AFF is committed to providing feedback at all stages of the recruitment process.

If you would like feedback on why you weren't shortlisted, please contact the HR Manager (hr@aff.org.uk) who will forward your request to the relevant shortlisting panel.

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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.**

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Where will the interview be, and does AFF pay travel?

- In most cases (particularly for Co-ordinator vacancies), interviews will be held locally to where the position is based. For other GB-based vacancies, interviews will be held at AFF Central Office in Andover.
- We will always try to stick to the advertised interview location and date/s, 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.
- We are unable to reimburse travel-to-interview costs.

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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.

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Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ