



Getting the most out of your job application

Every application that we receive is considered carefully on an individual basis. Your qualifications and experience will be measured carefully against the requirements for the job and the decision on whether or not to offer you an interview or to appoint you will be made in an unbiased manner.

If you apply for one of our jobs make sure you:

- Complete our standard application forms, this will ensure we collect all of the information requested and allows each application to be measured against the same criteria. If you have any questions or need a paper application, please contact Human Resources on 01992 4537 82 or email recruitment@b3living.org.uk
- Read the role profile carefully to make sure you understand what we are looking for.
- Please take time and care when completing your application and make sure that you relate your supporting information to the criteria given on the relevant role profile.
- Check the closing date for the position you are applying for. Normally interviews are held the week after the closing date.

The way we deal with applications for jobs is an important part of the service we offer. We welcome any comments you may have on how your own application is handled, which will help us improve the service.