

Date as post mark

Dear Applicant

Re: Skills for Climate Change Supervisor

Thank you for your interest in the post of **Skills for Climate Change Supervisor**. Please find enclosed the relevant application pack which consists of:

- Application form
- Equal Opportunities Monitoring form
- Job description and person specification
- Background information about Yorkshire Wildlife Trust.

To ensure that you complete the form as effectively as possible, you may wish to take note of the following information:

1. Applicants should fill out the application form as fully as possible paying particular attention to the section requesting additional information. This section will be used to shortlist candidates against the person specification. Candidates should explain how they meet each of the attributes listed in the person specification. It is not enough to state that you meet each of the criteria, rather you must explain how. For example, if the person specification includes "IT literate" you might write: *IT literate – I am IT literate*. This would score zero, as the shortlisting panel would have no way of knowing how IT literate you are.

Alternatively: IT literate – I am well versed in the use of IT and communications and have had constant use of Microsoft software. In particular, I learnt how to use Microsoft Word whilst completing university studies and have become conversant with Excel through managing project budgets over the last three years. Two IT training courses: Intermediate Word and Outlook for busy people has complemented this experience. This answer would score far higher.

2. To apply for the post you must complete the application form provided. CV's should not be included as the information within them will not be used as part of the short listing process.
3. The deadline for receipt of completed application forms is **9am on Wednesday 15 February 2012** and the interview date will be **Wednesday 22 February 2012**.
4. Completed application forms should be saved in word format only and returned to:

HR and Training Manager
1 St George's Place
York
YO24 1GN

Or emailed to info@ywt.org.uk

Applicants are advised that short-listing will be completed soon after the closing date and those candidates chosen for interview will be contacted as soon as possible. We will endeavour to write to candidates not selected for interview. However, Wildlife Trust jobs can be very popular and it may not be practical to contact applicants. If you have not heard from us a week after short-listing then you should assume that your application has been unsuccessful on this occasion.

Thank you again for the interest you have shown in the Yorkshire Wildlife Trust and my best wishes for the future.

Yours sincerely

Tracey Davison-Franks
HR and Training Manager

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