



Application guidance notes

Thank you for replying to our recent advertisement. The following details provide you with information and advice on applying for a job with Radio Regen.

The application form is divided into 2 parts. Please read all the instructions carefully before you begin completing it.

Part 1

Section 1: [Vacancy details](#)

Enter the job title given in the job advertisement.

Section 2: [Job share](#)

Job sharing means that two people can voluntarily share one full-time job. If the job you are applying for is full-time and open to job sharing, indicate your preferred choice.

Section 3: [Personal details](#)

Please enter your personal details fully and clearly so that we may contact you about your application.

Section 4: [References](#)

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). If you are at present employed, give details of your present employer. If not currently employed, give details of your last employer.

Section 5: [General information](#)

This is to ensure that all applicants are treated fairly during the selection process.

Section 6: [Equal opportunities monitoring](#)

The information in this section will be treated in the strictest confidence and is used in our recruitment and selection monitoring. Please note we have a policy of guaranteeing an interview to people with disabilities who meet the requirements of the job.

Section 7: [Period of notice](#)

Please tell us the notice you are required to give to your current employer, if applicable.

Section 8: [Declaration](#)

Please make sure that you have signed and dated the application form to confirm that your details are correct.

Part 2

Please ensure that the information that you supply in this section is relevant to the post that you are applying for.

You can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

The recruitment panel will need to gain enough evidence from your submission about how you meet the requirements of the person specification to be able to shortlist you for interview.

Returning your application form

- Completed application forms must be returned by the advertised closing date to the following address:

Cathy Brooks
Deputy Director
Radio Regen
12 Hilton Street
Manchester
M1 1JF

- E-mailed applications will not be accepted. However, if you would like an acknowledgement that we have received your posted application, please e-mail cathy@radioregen.org giving your name and the job title for the vacancy
- You may find it useful to keep a copy of your submission as you may want to refer to it if you are invited for interview.

What happens if you're not successful

If you are not successful you can ask for feedback. You can use this feedback as a guide to what you did well and the things that need improving for next time.

We look forward to receiving your application. Please do not send this guidance back with the completed application form.