



## IMPORTANT INFORMATION FOR APPLICANTS

- Once in receipt of your application (whether it is submitted electronically or in hard copy) the hiring branch will acknowledge receipt with you via e-mail.

If you do not receive this confirmation 1-2 days after you believe your application should have been received, please call the hiring branch to confirm that it has arrived.

- In the event that you are not short-listed for interview, you will receive a letter from the hiring branch informing you of the fact.

If you are selected for interview, you will be notified either by letter, e-mail or phone call. Where we send a letter or e-mail with details of your interview, please ensure that you confirm receipt and your availability for interview.

- Wherever possible, an interview date has been included with the job description/advert. In the event that you are short listed, we would ask that you ensure your availability on this date and that you are prepared to travel to interview.

In most instances, interviews will be held at the Branch Office of the hiring branch (Central Office in Upavon in the case of GB-based vacancies). We regret that we are unable to reimburse travel-to-interview costs.

- If we are unable to specify an interview date at the point of advertising, we will ensure as much notice as possible is given to all short listed candidates. However, please note that occasionally we have to interview within a relatively short period of time after the vacancy deadline has passed. We will of course take into account any interview preparation that

is asked of candidates and travel implications when setting the interview date.

- If the interview date and/or time that you are first offered is not feasible for you, please contact the member of AFF staff who has made the offer. 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.
  
- Please note that on occasion, we include tasks as part of the interview process. This might be an IT-based task, a presentation or other task which tests candidates' ability to perform duties of the post. If you are short listed and a task(s) is to be included as part of the interview process, you will be notified of such when you receive your invite to interview.

### **Nervous about applying? (Please don't be!)**

We understand that applying for a job can be an anxious experience for some applicants. If you have any queries about the job description or would like to talk to a member of the AFF team about your application, please call 07775 606485 for assistance or e-mail [director@afftraining.org.uk](mailto:director@afftraining.org.uk).