



## **How to apply Grants Officer (fixed term contract)**

1. Before applying please read:
  - The Job Description
  - The Person Specification
  - The Privacy Notice
  - Information about the Trust on our website [www.jrct.org.uk](http://www.jrct.org.uk)
  
2. To apply, please send by email the **three** documents listed below **and** complete the online Equal Opportunities Monitoring Form, which can be accessed via this link <https://www.surveymonkey.co.uk/r/J2RNNHF>
  - i) A completed **contact details and referees form**
  
  - ii) **A curriculum vitae (CV)**, which includes your educational and employment background, including any relevant unpaid or voluntary work
  
  - iii) **A covering letter** describing why you feel you are a good candidate for this post; what qualities, aptitudes and relevant experience you would bring; and what you would be able to offer in the context of the requirements outlined for this post. Please make sure that you address how you would meet the criteria set out in the person specification.

You may set out your CV and covering letter in whatever format you wish. However, **please ensure that your name and address do not appear in your CV or covering letter.** This is to support an equal opportunities approach in shortlisting.

3. Your application must be received at the Trust offices by **23:59 on Sunday 13 October**. All applications should be by email. Late applications cannot be considered.

Please send the application to: [recruitment@jrct.org.uk](mailto:recruitment@jrct.org.uk)

4. If shortlisted for interview, you will be informed by **15 October**. If you do not hear from us by then, you should assume that you have not been shortlisted.
  
5. Interviews will be held in York on **18 October**. Reasonable travel expenses will be paid.