



NOTES FOR APPLICANTS - PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Only applications on our standard application form will be accepted, so please do not send us a CV. The form will give us the information we require and ensure all candidates are assessed in the same way. Please give due weight to the application form – the short-list will be drawn up on the basis of this information. Please note in particular:

- The Additional Information section on the form is very important. This is where you make the case for choosing you. Please look carefully at the skills and experience being asked for and produce specific examples of your skills/experience that are relevant to this job. Don't forget the skills and experience gained outside work in voluntary/community organisations or through domestic responsibilities.
- Referees - the first referee should be your present or most recent employer. If you have not worked for a long time, you may need to give the name of someone who knows you sufficiently well to confirm the information you have given and comment on your ability to do the job.
- Checks - when completed, please check through your application carefully, making sure you have completed each section and listed all your relevant skills.
- Closing date – there is no closing date, candidates will be reviewed as they apply.

Equal Opportunities

CALL aims to promote equal opportunities in employment and will assess applicants suitability without regard to age, sex, marital status, colour, nationality, sexual orientation, ethnic origin or disability.

In order to monitor adherence to equal opportunities principles during the recruitment process, all candidates are asked to complete the Equal Opportunities Monitoring Form. This information is confidential and will be detached from the application form prior to short-listing.

Charity No: 1016053 , Company no. 2709543

Registered in England, Registered office: Artillery House 15 Byrom Street Manchester M3 4 PF



Application Forms

Completed application forms should be sent to Mr T Brown, 7 Belvedere Ave, Greenmount, Bury, BL8 4ED.

We will respond to all applications within two weeks, if you have heard nothing by then, please contact us to ensure that your application has arrived.

The Selection Process

The selection process will fall into two parts. After reviewing the application forms, those candidates that we decide are suitable will be invited to a preliminary interview, with two of the present trustees. On the basis of that interview, suitable candidates will be invited back to meet the board, where they will be expected to give a short presentation on how they believe they can help CALL..

The Successful Candidates

The appointment will be subject to a probationary period of 2 board meetings. Subject to satisfactory progress, the appointment will be confirmed at the end of the probationary period.

Expenses

Reasonable out of pocket expenses incurred while on CALL's business will be reimbursed.

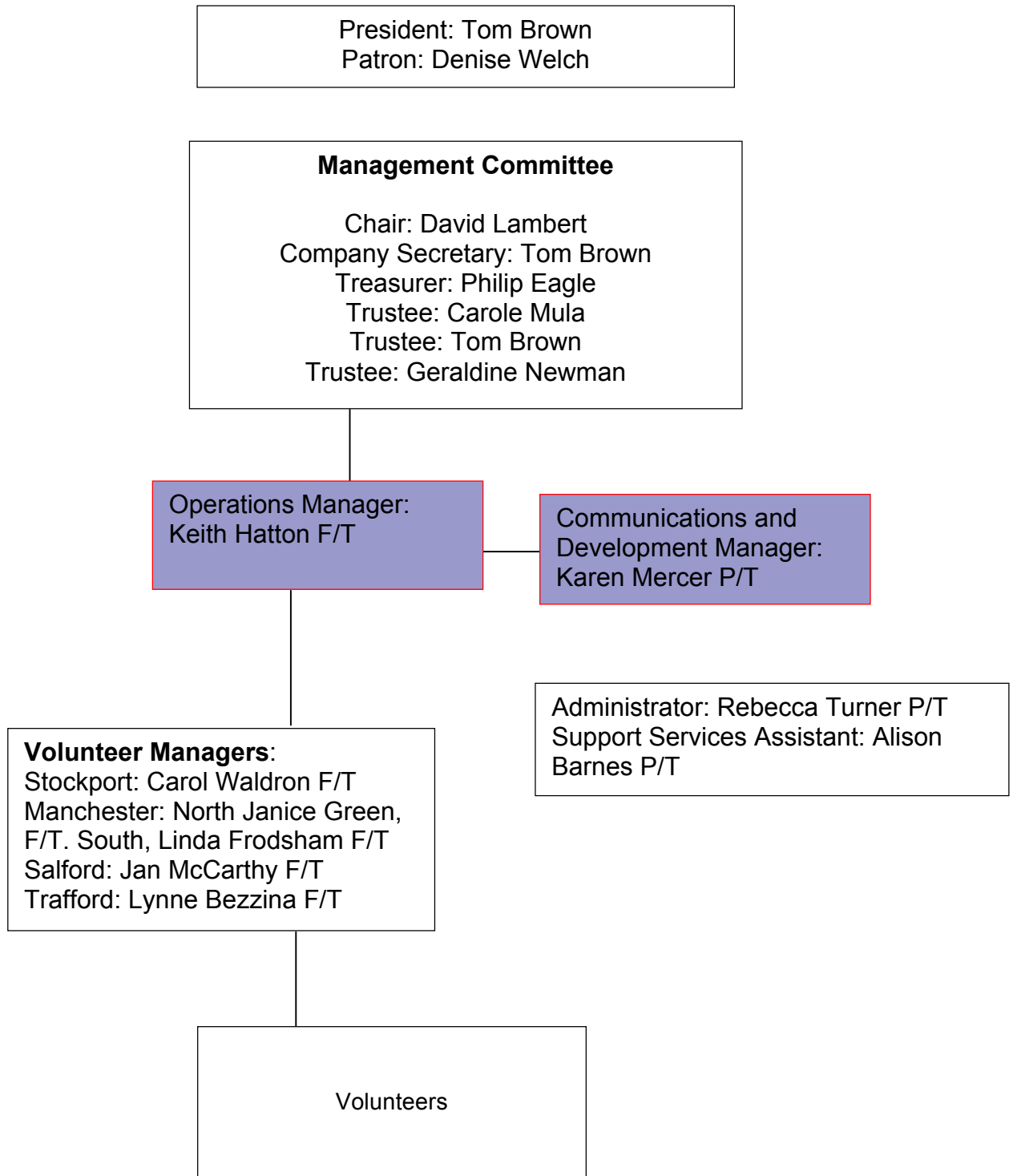
Further Information

Please take the opportunity to read the information on our website at www.canceraid.co.uk and look at the Organisation Chart attached to this document.

Charity No: 1016053 , Company no. 2709543

Registered in England, Registered office: Artillery House 15 Byrom Street Manchester M3 4 PF

Organisational Structure



Key

Senior Management Team

Charity No: 1016053 , Company no. 2709543

Registered in England, Registered office: Artillery House 15 Byrom Street Manchester M3 4 PF