

**LEEDS REFUGEE FORUM**

**Application for the post of: Communications and Marketing Officer**

**HOW TO APPLY**

1. Apply using this application form – CVs will **not** be accepted

2. Send your application

**by post** to Leeds Refugee Forum, One Community Centre, Cromwell Street, Leeds, LS9 7SG or

**by email** to info@leedsrefugeeforum.org.uk

3. The closing date for receipt of applications is 5pm on Tuesday 5th January 2021**.** Any applications received after this time will not be considered.

**What happens to your application?**

1. Your application is numbered, and the first page of your application is removed, so that the recruitment panel don’t know the names of anyone applying.

2. Each member of the recruitment panel thoroughly reads **every** application and scores it against the main duties and against the essential and desirable criteria. Your application will score highly if it shows how your experience matches the main duties and the personal specification. If your application does not show how you meet the essential criteria then it will not be successful.

3. The recruitment panel meet together and compares scores. They then select 4 or 5 people from the highest scoring applications to attend an interview. If you have been selected for interview you will have heard from us by Monday 11th January 2021.

4. Interview will be held on Thursday 14th January 2021.

We look forward to hearing from you.