



VENTURE FORCE

APPLICATION PROCEDURE AND ADVICE FOR APPLICANTS

1. How to apply

To apply: Please send a copy of your CV and a covering letter clearly outlining why you would like the job and how you fit the Person Specification to admin@ventureforce.co.uk

Closing Date for Applications: 12 noon, Friday 28th September 2018

We will let you know whether you've been shortlisted for interview by 4pm on Thursday 4th October 2018.

Interview Dates: Friday 12th October 2018. All shortlisted applicants must be available for interview on this day.

Interview Location: Your interview will be conducted by Skype – we will provide you with details if you are shortlisted.

Preferred Start Date: w/c 19th November – Travel away from home may be required for the first 3 days of this position to deliver core training.

2. What makes a great application?

Your CV and covering letter are an opportunity for you to tell us why we should interview you. It's your opportunity to create a good impression.

What to do:

- Make sure you tailor your covering letter to the job description and criteria in the person specification. Explain how you and your skills match the job you are applying for;
- Give real examples to demonstrate how you match the criteria rather than just stating that you do. E.g. If the person specification asks for "Excellent Organisation skills", give an example that demonstrates this;
- Highlight your achievements not just your responsibilities;
- Presentation is the key to a great application. Make sure it is clearly laid out, highlights the most important information and is easy to read. Always check your spelling and grammar;
- Keep your information relevant and concise. Please ensure your CV and covering letter are no more than 2 pages each;
- You may want to include a very brief overview of your interests and hobbies to give us a more rounded view of yourself. Remember to keep it concise and relevant;
- Sell yourself – why should we employ you and what sets you apart from the rest of the crowd?
- Remember that this is an administration position and that a covering letter that just talks about your adventures outside of the office may not get you that all important interview.

Venture Force Limited

Postal Address: 8 Craven Street, Melton Mowbray, Leicestershire, LE13 0QU

Registered Business Address: Sydney Lodge, Macdonald Road, Lightwater, Surrey, GU18 5YA