



# VENTURE FORCE

## APPLICATION PROCEDURE AND ADVICE FOR APPLICANTS

### 1. How to apply

**To apply:** Please send a copy of your CV, contact details for two referees and a covering letter clearly outlining why you would like the job and how you fit the person specification to [admin@ventureforce.co.uk](mailto:admin@ventureforce.co.uk)

#### Timeline

Closing date: 13<sup>th</sup> May 2019 (12 noon)

Skills Test: 3<sup>rd</sup> and 4<sup>th</sup> June 2019

First interviews: 5<sup>th</sup> June 2019

Second interviews: 12<sup>th</sup> June 2019

**Closing Date for Applications:** The closing date is 12 noon on 13th May 2019. We will let you know whether you've been shortlisted for interview by Friday 17<sup>th</sup> May 2019.

**Interview Dates:** There will be two interview stages. The first stage will be conducted via Skype. All shortlisted applicants must be available for interview on 5<sup>th</sup> June 2019.

After the first set of interviews there will be a second shortlisting process and those selected will be interviewed in person on 12<sup>th</sup> June 2019 (location to be confirmed). Candidates attending the interviews on 12<sup>th</sup> June will be reimbursed travel expenses.

**Interview test:** There will be a skills test in advance of the first interview. The test will take place on the 3<sup>rd</sup> or 4<sup>th</sup> of June at a time agreed with each candidate. The test will last half an hour and will involve the candidate receiving a set of instructions via email for a task to be completed using Microsoft Office.

**References:** We will be requesting references prior to the first interview date. If you do not wish your current employer to be contacted for a reference, please supply an alternative referee.

**Preferred Start Date:** w/c 15<sup>th</sup> July 2019 – Travel away from home may be required during the first week of this position to receive 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**

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