



P3 RECRUITMENT - GUIDANCE NOTES FOR COMPLETION

Please read the following information before completing your Application Form.

Please do:

- If you are completing the Application Form electronically, it should be completed in Arial Size 12 font throughout the document.
- Please ensure you put the Reference Number and job title of the post which you are applying for on the Application Form, so that it can be linked to the relevant recruitment exercise.
- If you are returning your Application Form via the Royal Mail, it is important that you pay the correct amount of postage for the size and weight of the envelope to ensure that it is delivered on time.
- Completed Application Forms can be returned electronically to P3 at recruitment@p3charity.org or via the Royal Mail to The Recruitment Team, P3, Gladstone House, Market Street, Ilkeston, Derbyshire, DE7 5RB.

Please do not:

- If there is insufficient space for you to tell us about your Skills and Experience on Page 4 of the Application Form, you may attach 1 additional sheet of A4 sized paper to your Application Form: only information provided on the first sheet of additional paper will be considered and any other additional sheets will be discarded.
- Please do not attach copies of your CV or Training / Examination Certificates to your application form, (as these will be discarded on receipt).
- Please do not send copies of your CV, as all candidates are asked to complete an Application Form for the vacancy they want to apply for.

If you require any additional information regarding completion of your Application Form, please do not hesitate to contact us at recruitment@p3charity.org and we will be pleased to help as necessary.

Thank you.