

## APPLICATION PROCESS

Guidance on making an application is contained in Annex A. To apply for the post, please complete the personal statement form (section 1) and also sections 2 and 3 in Annex B - and remember to attach an up-to-date CV. CVs only will not be considered.

You **MUST** complete a personal statement including details of current salary and notice period from your current role. You must also complete section 2 – other relevant information and section 3 – signature and declaration.

In the personal statement you should describe how you meet the requirements for the job in relation to the Job Description and Person Specification as the personal statement will be used to determine who is selected for interview assessment.

Applications should be emailed to [HR.Admin@valuationtribunal.gov.uk](mailto:HR.Admin@valuationtribunal.gov.uk) by **no later than 23:55 on Sunday 18 June 2023**.

### Data protection

The VTS is a data controller and to comply with the General Data Protection Regulation and the Data Protection Act, will only use the data you provide for the specific purpose of human resources management and will not be further processed in any manner incompatible with that purpose. More information about how we handle your data can be seen in the privacy notice at <https://www.valuationtribunal.gov.uk/privacy/>

### Equal opportunities

The VTS is an equal opportunity employer: applications are invited from all suitably qualified individuals irrespective of ethnicity, gender, disability, marital status, age, religion or belief, or sexuality. Please complete and return the Diversity Monitoring Questionnaire in Annex C. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application.

## RECRUITMENT PROCESS AND INDICATIVE TIMETABLE

The recruitment process is in two stages:

### Stage 1

Complete the Personal Statement form (Annex B, sections 1,2 and 3) and an up-to-date CV – **all to be returned by no later than 23:55 on Sunday 18<sup>th</sup> June 2023**. Applications will be acknowledged.

### Stage 2

Interviews and testing – The VTS sometimes utilises personality and ability tests to try to help ensure we recruit the right candidates. Further details of this will be provided if you are successful in being shortlisted for interview and we go down this route. The interview assessment process is likely to involve you making a short presentation, details of which will be provided in due course if you are successfully shortlisted. The interviewing panel is likely to include the VTS Finance Director and a member of HR. The interview will be conducted in 120 Leaman Street, London.

The indicative timetable is as follows -

Closing date of applications:	23:55 on 18 <sup>th</sup> June 2023
Interview/Assessment Date:	w/c 26 <sup>th</sup> June 2023
Second Interview Date (if necessary):	w/c 3 <sup>rd</sup> July 2023
Appointment to commence by:	September 2023

If you have any queries about any aspect of the appointments detailed in this information pack, or if you wish to have an informal discussion, then please e-mail Human Resources on [hr.admin@valuationtribunal.gov.uk](mailto:hr.admin@valuationtribunal.gov.uk) and provide a telephone number for contact. The VTS respects the privacy of any initial approach or expression of interest in this role, whether formal or informal.

## ANNEX A

### GUIDANCE NOTES ON COMPLETING PERSONAL STATEMENT FORM AND THE REST OF YOUR APPLICATION

#### **Read the job profile and person specification carefully**

Before completing your application, you should carefully read through all the literature sent to you in the application pack as it will let you know what requirements we want the person to have for that particular job.

Both the Job Description and Person Specification list the key responsibilities, knowledge, skills and abilities and commitment you should possess.

#### **Prepare a rough draft first**

You can avoid making errors in your application form by writing a rough draft before you complete your final version.

#### **Personal details**

This should be detailed in your **up-to-date CV** which **MUST** include details of previous employment and education and any recent (relevant) training.

#### **Personal Statement – section 1**

You need to tell us how you demonstrate the skills, knowledge, experience and commitment set out in the Person Specification and Job Description. You should consider how you can apply (present and past) experience, strengths and skills to the job. Examples can be drawn from any relevant experience gained from career, home, social leisure, voluntary, interests etc. You should ensure you write clearly and concisely and address how you match the requirements of the Financial Controller role.

#### **Other relevant information – section 2**

You need to complete Section 2 by ticking the appropriate box(es). If you have answered yes to any question, you should provide details on a separate sheet.

#### **Declaration & signature – section 3**

You need to complete Section 3 (an e-signature will suffice for now). If you are unable to add a personal signature please still send it via email and you will then be asked to sign it at the interview if you are successful in progressing to that stage.

#### **Submitting your application**

You must ensure that your application can be clearly read. If you choose to hand write your application you must use black ink, as the form will be photocopied.

It is your responsibility to ensure your completed application arrives before the advertised closing date as late applications will not be considered. You should ideally keep a copy of your completed application for your own reference.