



Walthamstow CAB: Letter to applicants for reception worker volunteer post

Dear applicant,

August 2010

Thank you for your interest in the above post. You will need the following documents:

- The application form
- Key work area description and person specification
- Equality and diversity policy for volunteers
- Anti-racist policy statement.
- Background information about Waltham Forest CAB Service.

What you must do next...

1. Read all the attached documents

It is essential that you read all of the attached documents, before going any further.

Remember that at some point during the recruitment process, you may need to demonstrate that you satisfy all the criteria set out in the person specification. It is therefore worth thinking about how you would do this.

Generally speaking, assertions of competence are not enough - we would be looking for *demonstration*. For example, during the interview for the post we might ask you about your numeracy skills. It would not be enough to simply say '*I am good with numbers*'. A better answer would be based on what you do, for example, '*at home I have to work out the family budget to ensure that we can cover our bills, and so that the children have enough pocket money*'. Of course, you may have alternatively successfully worked in a setting where numeracy is essential etc.

The criteria referred to in the person specification are minimums. It is not worth your time applying if you do not fully meet the criteria.

2. Complete and sign the *application form*

Please complete the application form personally, by hand. We do not expect that you will be able to demonstrate all your skills on the application form alone (that can come later, during the interview phase).

3. Complete and sign the *monitoring form*

This is attached to the application form. Please make sure you complete and sign it. The monitoring form helps us check that we are reaching all sections of our local community.

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4. Return the application form to the correct address

Send the application form and monitoring form to: Volunteer recruitment, Walthamstow CAB, 167 Hoe Street, London E117 3AL. We cannot at present accept emailed or faxed applications, so we are asking all candidates to post their completed applications to us.

What happens then...

After deciding who has the strongest applications, we will let you know whether or not we wish to interview you. If the answer is yes, we will send you details of the next stage of the recruitment. If the answer is no, we will briefly explain why. You should hear from us within 21 days of receipt of your application.

There is no deadline to return the application. However, if we reach the point where we cannot accept any further recruits, we will make an announcement in the 'Walthamstow CAB' section our web site (www.walthamforestcab.org.uk). If that happens, please keep a look out for when we are next able to take in more recruits – our web site will give information on this.

We look forward to receiving your application.

Best wishes,

**Volunteer recruitment team
Walthamstow CAB
0208 521 5414 (ex directory)**