

## Forth Environment Link | Information for Applicants

- To begin your application process, you must first fill out an Expression of Interest Form – *please see the link under the position you wish to apply for.* **NOTE: If you wish to apply for more than one position you must fill out a separate Expression of Interest Form & Application Form for each vacancy.**
- Once we have received your Expression of Interest you will receive an email with your personalised application form link – this link is personalised to your email address alone. **The link will allow you to re-enter you application form as many times as you wish prior to final submission.** **Please remember to check your spam inbox – your application link may have been flagged as spam.**
- You will require the following information to hand whilst filling out your application:
  - *Personal Information*
  - *Right to Work Information*
  - *Two References*
  - *Employment History*
  - *Education and Training*
  - *Information on any Memberships of Professional Bodies*
  - *Driving License information*
- You will be asked to complete **Candidate Statement of Experience** relating to how your experience, skills and training at work or in a personal/voluntary capacity relate to the post for which you have applied. Please provide examples that demonstrate your experience as it relates to the essential and desirable criteria within the job description.
- Jotform, the system we use for our recruitment process, **works best with Google Chrome Firefox, Safari or Opera.** **For Internet Explorer users: Please make sure you have IE version 10 (or latest).** **Session timeouts may result in loss of information,** we advise you to use another web browser like the ones listed above.
- We advise you to save your answers in a text processor like MS Word as a precaution; you can do this by copying and pasting them into Word, ***alternatively you may choose to construct your answers in a word processor and copy & paste into the form.***
- We advise that you read the job description for each position you wish to apply for carefully, these may help you in your application process.
- Please ensure that your application is submitted by the deadline listed on our vacancy page – **any applications received after the deadline has passed may not be considered.**
- FEL endeavours to get in touch with every applicant within one week of their application submission, however please bear in mind that this is not always possible. We will be in touch in due course to update you on your applications progress.
- **If you require any further help with your application process or further information on the vacancy you wish to apply for; please contact Vicky Vincent, Finance & Admin Manager at [Vicky@forthenvironmentlink.org](mailto:Vicky@forthenvironmentlink.org) or call 01786 449215**