

Application Support Guidance

Your Application Form

Before you start filling in your Application Form please read the Job Description and Person Specification (JDPS) carefully. The information you provide should relate to the JDPS. We suggest that you avoid focussing on skills and experiences that are not relevant to the job role you are applying for.

Please complete all sections on your Application Form thoroughly and clearly, as far as you are able to. You can fill it in electronically or by hand.

You can provide further information on a separate sheet if you wish.

Please email your completed application form to the recruiting manager named on the job advert before the closing date.

Alternatively, deliver it by hand or post it to the work location address, for the attention of recruiting manager, marked 'Private & Confidential'.

Shortlisting

If your application is successfully shortlisted we will invite you to an interview by telephone or email.

Due to the high volume of interest expressed in the positions we advertise, we regret we are unable to respond individually to applicants who are not shortlisted for interview. Therefore, if you do not hear from us within a couple of weeks after the closing date, please assume you have not been successful on this occasion.

Interview

If applicable to the job role, you may be contacted to take part in a telephone interview. This will usually take no more than 15 minutes and will enable us to assess your experience and telephone manner. It's also a great opportunity for you to ask any questions you may have about the role you have applied for.

As well as, or instead of a telephone interview, you may be invited to an in-person interview and/or assessment. We will tell you what to expect in advance of the interview or assessment.

The Asylum and Immigration Act 1996

If you are invited to an interview we will ask you to bring your full passport or other identification with you, to confirm your right to work in the UK. We may ask for other documentation in some circumstances. We are unable to progress to a job offer without having seen and verified the original documents.

Job Applicant privacy

We will use the information you provide to process your application for the position you have applied for in accordance with the Company's Staff Privacy Notice which can be downloaded from the careers page on our website.

Where it is necessary for the Company to process your personal information, the Company will retain your personal data for the duration of the application process.

Thereafter, if you are successfully engaged to work or volunteer for us, the Company will treat the personal information you have supplied during your application in accordance with the Company's Staff Privacy Notice.

If your application is unsuccessful, the Company will retain your application form and any other documentation you have supplied in connection with your application for a period of six months for the purposes of responding to any questions you may have regarding your application, after which time all documentation relating to your application will be securely destroyed.

HQ Collection is an equal opportunities employer. During the recruitment process we will not ask you questions about your health or a disability except:

- to establish whether you need any assistance or adjustments in order to attend an interview or to carry out the duties of the post;
- to establish whether you will be able to carry out a function that is intrinsic to the work concerned;
- to establish whether positive action is required where we legitimately apply an occupational requirement for an employee to have a particular disability.

We will be pleased to answer any questions you may have regarding your job application.