

# Guidance notes

## Curriculum Vitae (CV)

---

Please send your CV to [recruitment@icnarc.org](mailto:recruitment@icnarc.org). Your CV should include the following information:

- **Personal details** – it is important that you provide us with a full address and contact details as we will need these to contact you to confirm the outcome of the shortlisting process.
- **Work experience** – tell us everything from your previous experience that is relevant to the job you are applying for. When listing your jobs, ensure dates are correct, explaining any gaps in your employment history.
- **Education / Training** – you must ensure you provide all the information about your education, including those qualifications you are currently studying for. If you are appointed, you will need to provide original copies of your qualifications.
- **References** – satisfactory references must be received before a new employee can start work for ICNARC and your referees will be followed up if you are offered the job and accept it. If you are in paid employment, or have been in paid employment, please make sure that the referees you nominate include your present or most recent employer.

## Cover letter

---

Your CV should be accompanied by a cover letter which demonstrates you have the skills, abilities, knowledge and experience required for the job

The purpose and main duties and responsibilities of the post are set out in the Job Description and the skills, abilities, knowledge and experience we are looking for in the successful candidate are listed in the Person Specification.

It is important to provide evidence that you can meet the requirements in the Person Specification by giving specific examples of what you have done and how you believe you meet the requirements; mere assertions that you have the required experience or skill are not sufficient.

You can refer to any relevant skills, abilities, knowledge and experience you have acquired in paid or unpaid work. This may include: studying; training; social activities; organising sports; community or voluntary work.

## Additional information

---

- **Permission to work in the UK** – all job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996.
- **Data protection** – any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. We shall consider that, by submitting your CV, you are giving your consent to the processing of your data.