



July 2019

Dear Applicant

Re: Recruitment of Database Co-ordinator

Thank you for your interest in the above post. Please download the following information from our website or accompanying documents with this advert. The information should help you to get an idea of the work we do and whether you feel your knowledge, skills and experience are relevant for this post.

The information necessary for your application is:

- Job description & person specification
- An application form
- Diversity monitoring form
- Summary of the main terms and conditions of service
- Information about Amaze - see <https://amazesussex.org.uk/about-us/what-is-amaze/>

Completed application forms should be returned by **9am Monday 22nd July** by post to the address below or by email to info@amazesussex.org.uk. Please note that we will only consider applications on our application form but you may add extra sheets. We will not consider CVs or information sent in other formats. Emailed documents should either be PDFs or MS Word documents (.doc) to ensure we can open them.

All applications will be measured against the person specification, so we encourage you to use the form to show how your experience meets these listed criteria.

Although we are a small organisation, we will monitor our recruitment to ensure we are treating all sections of the community fairly and would therefore appreciate it if you could complete the diversity monitoring form too. This will be separated from your application and will take no part in the selection process.

If you are successful at the shortlisting stage we will invite you for an interview on **Wednesday 31st July 2019**, so please ensure you save that date. If you are successful we will be in touch Friday 26th July to give you further details of the interview process. To ensure we can meet this turn around time please ensure you provide an email and mobile/home phone number. We are aware that we are recruiting during the holiday season and will do our best to accommodate individual circumstances of anyone shortlisted for the role, eg offering skype interviews.

I am very sorry that we cannot acknowledge application forms (other than by email receipt if requested), or inform unsuccessful candidates, so if you do not hear from us by Monday 29th July please assume that you have been unsuccessful on this occasion.

All candidates invited to interview will be asked to bring with them a sealed envelope containing details of any criminal record and other information relevant to a DBS check. We guarantee that this

Amaze, Community Base, 113 Queens Road, Brighton, BN1 3XG Tel: (01273) 772289

Email: info@amazesussex.org.uk Web: www.amazesussex.org.uk

Amaze Brighton and Hove: Company Limited by Guarantee no: 3818021
Registered charity no: 1078094

information will only be seen by those who need to see it as part of the recruitment process and will only be opened if a job offer is to be made.

I look forward to receiving your application, good luck!

Yours sincerely,



Sally Polanski
Deputy CEO Amaze