**RECRUITMENT PROCESS**

DWC’s recruitment and selection process aims to select the applicant whose qualifications, experience, knowledge and abilities most closely match the requirements of the post as set out in the Person Specification.

How to Apply

To apply for this post please complete an application form and send to **Hannah Andrews** via e-mail to [jobapps@devonwildlifetrust.org](mailto:jobapps@devonwildlifetrust.org) or alternatively post your application to Devon Wildlife Trust, Cricklepit Mill, Commercial Road, Exeter, EX2 4AB.

This should be accompanied by a covering letter of not more than two sides of A4 which you should use to demonstrate how you meet the requirements of experience, knowledge and skill as set out above. You may submit a CV but the application form must be completed in full. Please do not submit any supplementary documents (such as examples of previous work), as we are unable to pass these on to the shortlisting panel.

Please note that we can only accept applications in Microsoft Word or PDF format.

The deadline for receipt of applications is **midnight on Sunday 3 December.**

Interviews

Interviews will be held on **Wednesday 13 December.** It is hoped that the successful candidate will be able to take up the post as soon as possible.

The interview panel is normally made up of two or three people. The purpose of the interview is to allow us to ask questions to expand on the information which you have provided on your application form so that we can make a judgement on the extent to which you meet, or exceed, the selection criteria for the post. We aim to do this objectively and fairly and the questions we ask will be specifically aimed to test the selection criteria.

In order to provide us with as much information as possible about each candidate’s abilities we may ask you to carry out a job related selection exercise. You may be asked to prepare this beforehand, in which case we will send you details prior to the interview date or to carry out the exercise on the interview day.

If selected for interview you will be required to present documentary evidence to confirm qualifications identified in your application. These will include your Degree (or similar qualification) and any other qualifications you hold related to this post.

We regret that, for financial reasons, we are unable to respond to all applicants individually. If you have not heard from us by **Friday 8 December** please assume that we will not be calling you for interview.

Thank you for your interest in Devon Wildlife Consultants.