



icap (Immigrant Counselling and Psychotherapy)

GUIDANCE NOTES

APPLICANTS FOLLOW THESE GUIDANCE NOTES WHEN COMPLETING THE FORM

Your application will be treated in confidence.

Due to the emphasis that icap places upon the integrity of its staff please note that information provided on this form must be, to the best of your knowledge and belief, true and complete. If it is subsequently discovered that you have provided false or incomplete information, your application may be disqualified, or if discovered after appointment, you may be dismissed.

GENERAL

- Please submit a CV (not more than two pages). Using the Person Specification, you should also prepare a supporting note, again not more than two pages, which sets out your suitability for the role.
- Please ensure that your supporting note states the role you are interested in is Centre Manager (London) and use the reference CM2022
- Your CV and supporting note should be sent to
Opportunities, icap, 96 Moray Road, Finsbury Park London N4 3LA or
email to opportunities@icap.org.uk.

NATIONALITY

Candidates must have no restrictions on employment in the UK and there must be no time limit on your permitted stay in the United Kingdom (this will be clearly shown within an individual's passport).

SELECTION CRITERIA

The Person Specification sets out the key criteria necessary to carry out the job in terms of abilities, skills, knowledge, qualifications, and experience.

The selection panel will look for clear evidence that you have addressed each of the criteria in your application.

CAREER HISTORY

- Your CV should set out your career history. However, please note, depending on your career length to date, you should only highlight relevant skills, knowledge, and experience.
- Career gaps should be explained and any dismissals declared.

DECLARATION

Application forms must be signed. Where forms are to be accepted electronically the candidate may sign them if called for interview.

Applicants are required, in line with the provisions of the Data Protection Act 1998, to sign as consent to the collection and processing of personal data for the purposes of staff administration.

SELECTION PROCEDURE

Interviews for the role will be held on **Thursday 3 February 2022**. Please note that these interviews will be face to face at 96 Moray Road.

On the day of your interview, you will be asked to complete a written exercise to test numeracy and your written communication skills.

If you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful in your application.

PRE-APPOINTMENT ENQUIRIES

If you are recommended for appointment, icap will need to see your passport, together with another form of identification and your educational and professional certificates. When the enquiries are completed satisfactorily, icap will make you a formal offer of appointment.

SECURITY

Successful candidates will be required to undergo certain checks. To support this process, any or all of the following checks will be made:

- DBS checks
- Two references: one of which must be your most recent employer
- An interview and written tests

CODE OF CONDUCT

icap is an organisation that holds data about people and events. It deals with sensitive matters and has connectivity to a range of confidential data sources. All this puts icap in a position that must never be abused. Our Code of Conduct sets out what is expected of all members of icap staff. It is essential that icap staff follow the Code. If you receive an offer of employment, you should read the Code enclosed with that offer as you will be expected to adhere to it at all times.

EQUAL OPPORTUNITY

icap is committed to a policy of equal opportunities. Applications are welcome from candidates regardless of ethnic origin, disability status, religious belief, gender, sexual orientation, or any other irrelevant factor.

If you have any enquiries regarding the selection process, please contact icap at 020 7272 7906.