



**GUIDANCE NOTES**

**IT IS ESSENTIAL THAT APPLICANTS FOLLOW THESE GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION.**

**Your application will be treated in confidence.**

**GENERAL**

- Your CV must be typed and include details of 2 professional referees.
- Your covering letter should set out how you meet the requirements of the post as set out within the person specification.

**SELECTION CRITERIA**

Please read the enclosed Person Specification that outlines the 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 covering letter.

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). You should normally have lived here continuously for the last three years.

**CAREER HISTORY**

Please provide details of work/ jobs you have held, starting with the most recent.

Previous dismissals and their reasons must be declared, as the integrity of icap staff cannot be compromised.

### **SELECTION PROCEDURE**

If you are called for interview, we will contact you by email.

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

### **DISCLOSURE AND BARRING SERVICE**

A DBS check is required for this post.

### **PRE-APPOINTMENT ENQUIRIES**

icap will need to see your passport or original birth certificate, 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.

### **BUSINESS INTERESTS**

Please detail at the time of application any business interests for which you receive any form of financial remuneration, in addition to your present employment.

### **DIVERSITY MONITORING**

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

If you have any enquiries regarding the selection process please contact Geraldine Ryan Clinical Director, on 020 7272 7906, or email us on [opportunities@icap.org.uk](mailto:opportunities@icap.org.uk)