



## How to Apply: Information for Applicants

### Application Process

- 1. Read the advert and supporting documentation fully.**  
Take time to understand the role and what is expected. The job description and person specification outline the key criteria.
- 2. Check that you meet the minimum criteria.**  
If you feel that you do meet the minimum criteria for the role and are able to demonstrate this, complete the Application Form.
- 3. Complete the Supporting Statement.**  
Within the application form, you are asked to complete a 'Supporting Statement'. This is your opportunity to tell us why you are interested in being part of the Proud2Be team. Please describe how your skills, knowledge, and experience meet the requirements of the role as set out in the job description.
- 4. Complete the Equity, Diversity & Inclusion Monitoring Form (Optional).**  
Proud2Be is committed to promoting equity, diversity, and inclusion in all aspects of our work. To help us monitor and improve the diversity of our recruitment processes, we ask that you complete the monitoring form included in the application pack.  
Providing this information is completely optional and will be kept confidential. It will not form part of the selection process and will be separated from your application.
- 5. Submit your application.**  
We encourage all applications to be submitted online by emailing your completed application form to [hello@proud2be.org.uk](mailto:hello@proud2be.org.uk). If you are unable to send your application via email, please get in touch for a postal address.  
Please remember to allow plenty of time for your application to reach us before the closing date, as unfortunately, we cannot accept late applications.

### Selection Process

- If you are shortlisted, you will be contacted by email with the details of the next stage in the selection process.
- If you have not heard from us within 2 weeks of the closing date, you should assume that you have not been shortlisted for interview.
- If you are successful at the interview, you will be offered the role subject to satisfactory references and an enhanced DBS check.



## Appointment Process

- Proud2Be is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. All applicants are expected to share this commitment and adhere to our safeguarding policies.
- We will require a complete history covering the past 3 years of your employment, education, volunteering, or other relevant activities. Any gaps in your history will require a personal reference from someone who can verify those periods. Please note that this must not be a family member or close friend.
- We will verify all essential professional qualifications listed in the job description. Original certificates must be provided before starting employment.
- An enhanced DBS check will be carried out and must be deemed satisfactory before you begin working. Proud2Be will cover the cost of this check.
- You will be asked to disclose any relevant criminal convictions or cautions as part of this process. Failure to disclose relevant information may result in the withdrawal of any offer.

All offers of employment are conditional upon the satisfactory completion of checks and references.

Proud2Be is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender identity, race, religion or belief, sexual orientation, or other protected characteristics.