**Frequently Asked Questions**

**I have seen a job on the website and I am interested in applying. How do I do this?**

You can apply for any job we are recruiting for by completing the application form and sending into [recruitment@blf.org.uk](mailto:recruitment@blf.org.uk) along with an up-to-date copy of your CV.

**How will I know if my application has been received?**

Once you’ve applied, you’ll receive an automated email from us confirming receipt of your application.

**I would like to apply for a job but the interview date is listed as a date I am unable to attend. What should I do?**

Interview dates are often agreed by the interview panel members well in advance and this information is communicated in the advert. If you are unable to make an interview date you should inform us by stating this on your application form. If shortlisted, HR will be in touch to let you know whether the panel can see you on an alternative day.

**Can I apply again for another post if i’m unsuccessful?**

Yes, you’re welcome to apply for other vacancies if a previous application was unsuccessful.

**What is your selection process?**

We have a through selection process to ensure we’re able to recruit the best person for the role.

**Shortlisting** – Only candidates that meet the requirements for the role as detailed in the job specification will be shortlisted and invited for interview.

**Interview and assessment** – Depending on the role, you may be asked to attend a one or two stage interview. On occasion we use assessments or Personal Profile Analysis to objectively test a candidate’s ability to do the job and/or their cultural fit.

**References, DBS check, Right to work check** – The successful candidate will be contacted as soon as possible after the interview. Referees are never contacted until after the interview has been attended and a formal job offer is made. Permission is always sought before referees are approached. A Disclosure and Barring Service (DBS) check will be required to be completed by all employees who work with or around vulnerable adults. We will also ask for evidence of your right to work in the UK.

**Will you be in touch if my application is not shortlisted for interview?**

We will always endeavour to make contact with all applicants to inform them that they have not been successful at short listing stage however due to the number of applications received, it is not possible to give feedback to candidates that have not been shortlisted.

If you have any questions regarding the recruitment process then please contact [recruitment@blf.org.uk](mailto:recruitment@blf.org.uk).