

Application Pack Guidance

Dear colleague

Thank you for your interest in working with Cheshire Cricket Board. This guidance will enable you to fully understand our application process and complete your application comprehensively, offering you the best chance possible to be selected for the next stage.

A Safe and Inclusive Environment for All

We use fair and safer recruitment methods at Cheshire Cricket Board. We require an application form to be completed which enables us to make fair, unbiased selection decisions. The form allows us to a) remove applicants' identifiable information during the shortlisting process b) assess all applicants based on their knowledge, skills and experience and c) gather important information required for safeguarding purposes. Therefore, we cannot accept CVs or covering letters, unless in very exceptional circumstances.

You will receive an application pack to enable you to apply for role. This consists of:

- The full job description and person specification
- Our application form
- A reference request consent form
- A proforma reference request letter
- An equality and diversity monitoring form
- A self-disclosure form

When completing the **application form**, we recommend you refer to the **job description and person specification** to demonstrate how you meet the essential criteria for the role. Include as much relevant, accurate detail as possible as we select candidates for the next stage based on their meeting these criteria.

The **proforma reference request letter** is just for your information, no action is required. This tells you what information we request from referees.

If you are happy with the information we request from referees, please complete and return the **reference request consent form** with your application. If offered the role, we will need to demonstrate to your referees that you have given us permission to obtain a reference from them.

We are committed to meet the aims and objectives set out in our Equality, Diversity and Inclusion policy. This includes developing our insight into the diversity and experiences of our current and potential colleagues, which will enable us to make informed decisions and improve everyone's involvement with the Board. We kindly ask you to complete and return the **equality and diversity monitoring form** with your application. This is voluntary, you are under no obligation to do so, however, your cooperation will support us in deepening our understanding of the factors and issues which impact people in our community. The information provided will be kept confidential and will only be used for monitoring purposes. Under no circumstances will the information be used for recruitment or selection purposes, or in any manner not related to improving our EDI approach.

Finally, as the role you are interested in requires contact with children, young people or adults at risk, the pack contains a ***self-disclosure form***. This **does not** need to be returned as part of your application. If you are selected for interview, you should complete this form and bring it with you to the interview in a separate, sealed envelope marked 'Confidential'. We will only open the envelope and review the information as part of our vetting checks should you be selected for the role. If you are not selected for the role, we will securely dispose of the unopened envelope and contents. If interviews are held remotely, we will ask you to email your disclosure form at the appropriate stage. **Please do not return the form with your main application.**

If you need further advice, or require any reasonable adjustments to enable you to apply for roles or participate at any stage of the selection process, please let us know by emailing info@@cheshirecricketboard.co.uk.

Please send completed application packs to the above email address, or post to Jessica Lewis, Women & Girls Senior Manager, Cheshire Cricket Board, Moss Farm Leisure Complex Winnington Northwich CW8 4BG by the closing date.

We wish you the best of luck!