

Summary Statement ---

Equal Opportunities

DHI is committed to equal opportunities in relation to recruitment. Applicants are considered on the basis of their suitability for the position. DHI will not discriminate on the grounds of sex, sexuality, religion, ethnicity or disability.

Support for People with Disabilities

DHI are committed to making their organisation available to people with disabilities. If there is anything in the Job Description, Person Specification or any other aspect of the job that would be difficult for you, DHI are willing to discuss alternative ways of meeting your requirements.

Job Sharing

All full time jobs are 37.5 hours per week. DHI will consider job share on all full time posts. You need not apply with a job sharer. All applicants will be considered on an individual basis. All applicants must meet the requirements of the Person Specification.

Guidance Notes To Applicants ---

Guidelines for Filling In the Application Form

- Complete the Application Form. *Do not enclose a Curriculum Vitae.*
- Fill in form clearly in dark coloured ink or type.
- Do a rough version first.
- Make sure you write about your actions, skills etc.
- Address clearly each item on the Person Specification.
- Complete the Equal Opportunities Monitoring Form.

How your Application will be assessed

- Decisions will be made by a selection panel based on the application form and interview. No other knowledge of applicants will be considered.
- All applicants will be assessed against the criteria in the Person Specification.
- The Person Specification is the organisation's statement of what skills, abilities and knowledge the job requires.
 - You may meet the requirements through experience or training.
 - You may not have had any paid experience or formal training but you may still be able to demonstrate other ways that you meet the requirements.
- The criteria in the Person Specification will help you to see what we are looking for and to assess your own suitability.
- For some posts, short listed applicants will be asked to make a presentation on a stated subject. Notification of this will be given when the interview time is fixed.