



TM Guidance for CV Applicants

Thank you for expressing an interest in joining our team. We hope you will find this information useful.

CV Application

If you wish to be considered for a vacancy at the Traveller Movement (TM) please ensure you upload your CV. This is to help us learn more about you.

Whilst using the Breathe HR link for the job position applicants will need to click "upload" in order to attach documents to their application, before clicking "finish application". This will include the CV and Covering letter

Please check the vacancy closing date; we do not accept applications that are submitted late.

Please make sure your contact details are correct; this is what we will use to get in touch with you, if you are selected for an interview.

Education

Please include qualifications and training you have completed on the CV

Employment history

Where there are gaps in the employment please state the reasons why (e.g. gap year, career break, caring responsibilities, unemployed, etc).

References

We require details of two referees, one of which must be the current or most recent employer. If there is no previous employment history, or two references cannot be provided, please discuss this with the hiring manager if you are made a conditional offer of employment. **References will be taken up if we make you a conditional offer of employment**

Covering letter

The Covering letter needs to be uploaded for this application and is very important. It is your opportunity to demonstrate in your own words why you are suitable for the job. We will use the information in your Covering Letter to help us shortlist candidates we want to interview.

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As a guide, you should look at the information in the person specification and try to demonstrate how you meet each point. Your covering letter must be relevant to the vacancy you are applying for.

Please write in clear sentences and within your CV and covering letter wherever possible, give examples of work, situations or knowledge you have that demonstrate you are a good match for the role.

Reasonable adjustments

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people can equally participate in our selection and interview process.

Therefore, we would appreciate applicants informing us about reasonable adjustments you might need, to ensure we can properly support candidates who are disabled. Contact details for a TM member of staff, will be provided on the invitation to interview.

Selection process

Due to the high level of applications received, we will only contact candidates who have been shortlisted for interview.

If you have not heard from us from within two weeks of the vacancy closing date, it means that, on this occasion you have not been selected for interview.

Candidates who meet all the requirements for the post, as detailed in the Person Specification, will be short listed for interview. We will confirm the interview details in writing usually by email. You will be asked to confirm to us that you will attend the interview.

Interview process

To help prepare for you interview, it is a good idea to look at the [TM website](#), to learn a bit more about our organisation and the work we do. You should also read again the vacancy job description and person specification and read over your application form.

Your interview might take place either in person or remotely. If your interview is taking place remotely, we will use the Zoom platform.

You will be informed in advance if your interview will take place over Zoom or in person.

If you are interviewed on Zoom the joining details will be sent after you have confirmed attendance.

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Candidates being interviewed over Zoom, will be required to have their cameras on for the duration of the interview. It is a good idea to test the Zoom app works on the device you plan to use for your interview. Please make sure you are comfortably located in a quiet location.

Candidates being interviewed in person should always try to arrive for your interview on time and ideally five to 10 minutes early, so you have a few minutes to relax. If your interview is in person, the full address for the location of your interview will be included in your invitation to interview letter/email. It is a good idea to plan your journey in advance. However, if you are unexpectedly delayed, please try to contact the office on 020 7607 2002 to let us know. We will try our best to accommodate you.

Candidates will be interviewed by a panel of between two – three members. All candidates will be asked the same questions. Panel interviews may last up to one hour.

Prior to starting the interview, please make sure your mobile phone is either switched off or set to silent, to avoid any distractions.

After the interview panel has completed their questions, candidates will be given the opportunity to ask about the vacancy or the organisation. Some candidates find it useful to prepare one or two questions in advance.

Candidates selected for interview may also be asked to complete an assessment, as part of the process. This might be a computer based exercise, or reading and commenting on a short piece of written information relevant to the vacancy you have applied for. The interview panel will let you know if you have to do an assessment.

We know that interviews can be stressful and the interview panel will do their best to make sure you are comfortable and relaxed. We want all of our candidates to do their best.

At the end of the interview the chair of the interview panel will let you know when and how you will be notified of the outcome.

Disclosure and Barring Service (DBS) checks

We are actively committed to safeguarding and promoting the welfare of our members and expect all staff and volunteers to share this commitment.



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Successful candidates will be required to undergo an enhanced DBS check if applicable to the role applied for. All such checks must be started before we confirm any offer of an appointment.

Further information about this process can be found on the [DBS website](#).

Right to work in the UK

[Right to Work in the United Kingdom](#) Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants may be asked to provide proof of this at interview stage by producing original documentation such as a passport, birth certificate or identity card to confirm eligibility to work within the UK. Photographic proof of identity will also be required.

We look forward to receiving your application.

The Traveller Movement