



Guidance Notes for Application Pack

Dear applicant,

Re: Saturday Front of House (FOH) Team Member vacancy

Thank you for showing an interest in joining our team here at The Mix Stowmarket. It is essential that you are available for interview on Monday 22nd July, during the day, time TBC.

Within your applicant pack you should find the following:

- Job Description and person specification (one document)
- Application form

Please complete the following actions to apply for this role:

- Read the job description and person specification carefully. You will be able to use this to highlight the reasons why you believe you are suitable for the role within the **Selection criteria** section of the application form.
- Once the application form is complete, please return this either by email to recruitment@themixstowmarket.co.uk or by post to HR Coordinator, The Mix Stowmarket, 127 Ipswich Street, Stowmarket, IP14 1BB **by Wednesday 17th July at the latest.**
- **Only applications including a completed application form will be accepted.**

Good luck

The Mix Stowmarket Ltd., 127 Ipswich Street, Stowmarket, Suffolk, IP14 1BB

recruitment@themixstowmarket.co.uk 01449 745130

Registered Charity Number: 1149539 | Company Number: 8010191



Selection Process Outline

Once we have received your completed application form we will then:

- Read the information you have provided and ensure it matches the person specification.
- Consider the answers that you have provided to any questions that we have asked, within the Selection Criteria.
- Invite shortlisted candidates for interview.
- Job offers will be subject to references and the outcome of an enhanced DBS criminal records check
- Contact referees.
- Obtain an Enhanced DBS (criminal records) check.
- The closing date for completed applications can be found within the Person Specification/Job Description and we contact applicants shortly after this date.

If you have any questions, please don't hesitate to contact:

the HR Coordinator via recruitment@themixstowmarket.co.uk

We wish you luck with your application.

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