



48 Albert Road  
St. Philips  
Bristol  
BS2 OXA  
0117 9714197

info@bristolarc.org.uk  
Chairman: Steve Crossman  
President: Jonathan P. Parker

Dear Applicant,

Thank you for your interest in working for Bristol Animal Rescue Centre.

The closing date for returning completed application forms is **Friday 7th May 2021**.  
Important guidance on completing the application can be found below.

Whilst we would like to be able to write to each applicant individually to let them know the outcome of their application, unfortunately the cost of doing so is prohibitive for an organisation with charitable status. Therefore, if you have not heard from us within 3 weeks of the closing date, your application has been unsuccessful on this occasion.

If you have any queries about the position for which you are applying, please contact me on 0117 9776043 or [info@bristolarc.org.uk](mailto:info@bristolarc.org.uk).

#### Guidance Notes for Applicants

The decision on whether to invite you for an interview will be made on the basis of the information you provide on the enclosed application form.

- If returning your application by post, please complete the application form in black pen, so that it can be easily read and photocopied, or you can return the form by email to the address provided on the application form.
- Please read the job description and person specification carefully. Applicants will be shortlisted based upon the extent to which they demonstrate their ability to do the job, and meet the necessary skills, attributes, experience and qualifications.
- Please complete all sections of the form - do not enclose a CV, as these will not be considered during the short listing process. If a section does not apply to you, please mark it as such, but do not any leave any sections blank.
- Supporting Statement- This section of the application form is particularly important. When completing your application, you must show that you meet the person specification. This is most easily done by taking each point in turn, and demonstrating rather than just stating how you meet each part of the criteria.
- Asylum and Immigration Act- The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the UK. All applicants shortlisted for interview will be asked to produce documentary evidence to support this before employment commences.

Good luck with your application.

*J Hayward*  
*Animal Home Manager*

## Helping, healing, homing since 1887

Bristol Animal Rescue Centre and Bristol A.R.C. are the working names for RSPCA Bristol & District Branch (a charity registered in England & Wales 205858). Funds raised may be used at the discretion of the Branch Trustees to support the work of Bristol Dogs and Cats Home (a charity registered in England & Wales 205858-1).

