

GUIDANCE FOR APPLICANTS

Chief Finance and Operating Officer

1. Recruitment documents

The following documents are required to make an application and should be reviewed before proceeding with an application:

- Job Description
- Application Form
- Equal Opportunities Statement (optional)

2. Key information for applicants

- Please return by email the completed application form, equal opportunities statement and a covering letter outlining your preferred working hours and working pattern by **noon on Monday, May 9th 2022 to Michelle Cooper at michelle@cdcf.org.uk**
- You are welcome to include on the covering letter any other additional information that you feel is relevant to your application
- Please do not send a CV
- All applications must be made on the form provided
- Interviews are currently being scheduled, likely to be during the week commencing 23rd May 2022
- Please complete all parts of the application form in **black ink / black font**
- We hope you will understand that only shortlisted candidates will be contacted in order to keep costs to a minimum

Additional information about County Durham Community Foundation can be found on our website: www.cdcf.org.uk