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Thank you for your interest in working for Anthony Nolan. Our aim is to apply a fair and equal recruitment and selection process to all applications. To this end, your application will be processed using the following policy:

- Your application will be considered using the criteria outlined in the Person Specification.
- Only the information supplied on the Application for Employment form will be considered during the shortlisting process. We do occasionally accept cover letter and CV but ask applicants to refrain from adding personal details other than name and contact details. Please note that any false information supplied may cause your application to be rejected.
- If you have a problem or special need which makes completing the Application for Employment form difficult, or if you have been invited to interview and have special requirements, e.g. a disability, please contact the HR Department for further guidance and assistance.
- We try to devote as much of our resources as possible to our important work. We regret, therefore, that if you do not hear from us within 10 working days of the closing date, you have not been shortlisted for the post.
- If you are shortlisted, the HR Department will contact you by telephone, email or letter, normally at least a week prior to the interview date. Further details of the interview process will be given at this time.
- All candidates who have been interviewed will be contacted by telephone, email or letter, to inform them once a decision has been reached. This will usually be within one week.
- Signing the Application for Employment form / submitting your CV gives permission for the Charity to hold and process any personal information and sensitive personal information received from the candidate (e.g. ethnicity, health) and third parties (e.g. referees), in accordance with the Data Protection Act 1998. All information from unsuccessful candidates will be held for a maximum of six months.
- Anthony Nolan is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief. age, pregnancy or maternity leave or trade union membership.
- If you feel that your application has not been handled fairly, please contact our Head of Human Resources.

Thank you once again for your interest in Anthony Nolan and our lifesaving work. We look forward to receiving your application.