



## **Guidance on Riplington & Associates' Selection Process**

· You should draw on the information provided in the job description and person specification to explain how you meet the selection criteria for the post. Applications will only be progressed where candidates have demonstrated that they meet the essential criteria.

### **· Covering letter:**

- The letter of application is key to Riplington & Associates' shortlisting process. It should contain a brief career history and a description of your skills and attributes as they match the requirements of the post. Using examples of how you have used this experience in practice would be of benefit.
- No more than two pages
- Applications will not be considered without a covering letter.



· **References:**

- We normally require two references, only one of which should be your most recent employer.
- We may contact your referees' prior to interview. References will be considered as part of the final selection process. Offers of employment are made subject to the receipt of satisfactory references.
- Closing Date – please make sure that you send your application in plenty of time. Applications will be accepted only via email. Applications received after 12:00 noon on the specified closing date cannot be considered.
- Unfortunately we cannot provide feedback to candidates who are unsuccessful at shortlisting stage.