

APPLICATION FORM GUIDANCE

Your application

- All applications are through our partner website “Jobtrain”.
- If this is the first time you have applied to a role at CrossReach you will be asked to create an account. You can do this via an email address or social media account. Please make sure the email address submitted is correct as this will be our primary method of contact.
- If you are a returning candidate, you will be asked if you wish to copy your application from a previous post or create a new one. Simply select the application you wish to copy from and then you can go through and edit/update the information.
- If you are unable to complete online application forms due to a disability, please contact the Recruitment Team on recruitment.team@crossreach.org.uk to discuss your requirements.
- Up to date email addresses for all referees are crucial and you will be unable to submit your application without this information.
- Under the ‘Returning candidates’ section on this website you can:
 - Check the progress of your application
 - View, print and withdraw current and previous applications
 - View copies of correspondence that have been sent to you by email
 - Setup Job Alerts to notify you by email when future Jobs are posted meeting the criteria you have selected

Information Completed

- Please make sure that you complete the application form with as much information as possible, as this ensures the hiring manager can make a fair assessment of your suitability.
- The information that you provide to us on your application form must be accurate and complete. If we subsequently discover that any information provided is inaccurate or incorrect then we may cease the recruitment process, withdraw any offer of appointment or, if the discovery is made after appointment, take disciplinary action up and to including dismissal.