

## **Guidance Notes for Applicants**

Thank you for your interest in becoming part of the Kaleidoscope Virtual Assistant team. This information is provided to help you fill in your application form.

When shortlisting we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

### **Completing your application**

- Applications will only be accepted on a Kaleidoscope application form.
- Please do not send a curriculum vitae (CV). Your application will be automatically rejected if an application form has not been completed.
- Your application form should be well organised and concise. Take time to carefully read the Job Description and Person Specification.
- You may find it helpful to do a rough draft first, as accurate spelling, grammar and punctuation help to create a good first impression.
- Check the closing date to ensure you allow time to complete the application form and submit it.

When you have completed your application form please return via email to [hello@kaleidoscopeservices.co.uk](mailto:hello@kaleidoscopeservices.co.uk)

As we are continually recruiting for Executive Virtual Assistants, your application will be reviewed on submission and we will send you an email to advise if your application is being taken to the next stage.