

# NATURAL RESOURCES WALES

## Expression of Interest

### *CANDIDATE GUIDANCE*

#### *What is an Expression of Interest?*

An “Expression of Interest” is an opportunity for you to demonstrate your suitability for the post. We are looking for you to clearly demonstrate how your skills and experience meet the requirements of the job as described in the advert.

#### *What information is required within the Expression of Interest?*

There is no set way / format to present your Expression of Interest – we have left this to you. However, we do require the following key information:-

- Name
- Contact details ie. telephone number, mobile number, email address
- Qualifications
- Present and previous employment [last 5 years] – please provide the job title and your accountabilities

In order to help us to assess your suitability, we would also like you to demonstrate how you meet the requirements of the role by providing us with clear evidence.

Your “Expression of Interest” will be used to shortlist through to the interview stage, so it is very important for you to keep information relevant and concise.

Your application should be limited to no more than 1500 words.

#### *How do I submit an Expression of Interest :-*

The job advert will provide you with the email details of the recruiting manager and the closing date for submitting your application. Please ensure you quote the post reference you are applying for.

If you need any assistance or would like to talk to someone about submitting an expression of interest, then please contact the Recruiting Manager.

***Thank you for your interest in this post.***