



## RECRUITMENT INFORMATION

### For the position of: Passenger Services Clerk (Seasonal)

<p><b>How to apply</b> Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed</p>	<p>To apply for this position please email the following documents to the Finance and Payroll Manager at <a href="mailto:recruitment@swanagerailway.co.uk">recruitment@swanagerailway.co.uk</a> or post to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p> <ul style="list-style-type: none"> <li>• Completed application form</li> <li>• CV setting out career history with job responsibilities and achievements. Please ensure you clarify any gaps in your work history.</li> </ul>
<p><b>Selection methods and offer</b></p>	<p>SRC will acknowledge your application. Shortlisting will be done by reviewing the evidence presented in your application against the key requirements set out in the box at the bottom of page 2 of the Job Profile.</p> <p>Shortlisted candidates may be required to undergo one or more selection tests in addition to sitting a panel interview. You will be advised in advance of if you are required to undergo any selection tests and what the tests involve.</p>
<p><b>Arrangements for interview</b></p>	<p>Expenses incurred during the recruitment process will not normally be reimbursed. Please let us know if you have any particular requirements if you are invited for interview.</p>
<p><b>Reserve lists</b></p>	<p>If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.</p>
<p><b>Closing date</b></p>	<p>The deadline for applications is 12 noon on 23<sup>rd</sup> June 2017.</p>
<p><b>Alternative formats</b></p>	<p>If you wish to receive a hard copy of the information please telephone 01929-425143 or email <a href="mailto:recruitment@swanagerailway.co.uk">recruitment@swanagerailway.co.uk</a>. If you cannot apply online please post applications to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB.</p>
<p><b>Indicative recruitment timeline</b></p>	<p>Advert closing date: 23<sup>rd</sup> June 2017 Short-listing: w/c 26<sup>th</sup> June 2017 Selection stage, including panel interview: 30<sup>th</sup> June 2017</p>

### Terms, conditions and benefits

<p><b>Appointment term</b></p>	<p>Temporary, subject to probation.</p>
<p><b>Place of work</b></p>	<p>Swanage station and surrounding sites.</p>
<p><b>Work arrangements</b></p>	<p>Full-time. Must be able to travel to other SRC locations as required</p>
<p><b>Salary range</b></p>	<p>£7.50 per hour</p>
<p><b>Pension</b></p>	<p>Defined contribution scheme for eligible staff through NEST.</p>
<p><b>Annual leave</b></p>	<p>28 days including public and bank holidays, pro rata</p>
<p><b>Hours of work</b></p>	<p>40 hours per week</p>
<p><b>Other benefits</b></p>	<p></p>