

Instructions to applicants for the CEO role at CASBA

October 2021

We will accept a CV with a covering letter - please read the instructions below to ensure you meet the specifications required.

The CV

- is to be no longer than three sides
- should not have pictures on them or anything that will make it difficult to share electronically with panel members.
- must include up to date references one of which needs to be your current or last employer. We will not take up any references until the job has been offered.

The Covering letter

The covering letter is very important when the panel is considering who to short list.

- It needs to be no longer than two sides of print (size 10 or above font).
- It should address each aspect of the person specification.
- If you don't have the experience/skill of a particular aspect of the person specification please make this clear.
- If you do have experience, please back it up with one or two relevant examples.
- It should include an explanation why you are applying for the post.

The selection process will include the panel looking at the overall quality of your communications. We are looking for easy to understand plain English in both documents.

We want to thank you for showing an interest in the organisation and the role. We wish you all the best in your application.

Rob Legge

(Interim Executive Manager)