

COMPETITION APPEAL TRIBUNAL/ COMPETITION SERVICE
Application Submission Process

POST: Office Administrator

POST REFERENCE NUMBER: OASEPT2015

CLOSING DATE FOR APPLICATION: 5pm (Greenwich Mean Time), Friday 25th September 2015

EXPECTED INTERVIEWS:

Initial telephone interviews could be held between 1st to 6th October 2015

Face-to-face interviews w/c 12th October 2015

CONTACT: HR Department

TELEPHONE: 020 7979 7979

E-MAIL ADDRESS: hr@catribunal.org.uk

ADDRESS:

Ms Ranbhinder Banwait
HR Manager
Competition Appeal Tribunal
Victoria House
Bloomsbury Place
London
WC1A 2EB

DOCUMENTS TO BE SUBMITTED BY APPLICANT:

1. CV;
2. Cover Letter (Please describe the qualities you can bring to this job and use examples to explain how you meet the person specification. Please limit to 1,000 words.);
3. Equality and Diversity form;
4. Employment Application form.

Note: All documents can be submitted by email.

EQUAL OPPORTUNITIES

The Competition Appeal Tribunal is committed to appointments being made on merit, without discrimination, according to a policy of equal opportunities. Applications are welcome from all qualified individuals with the relevant experience and skills, regardless of their age, race, ethnic or national origin, religion, gender, marital status, disability or sexual orientation.

HMG BASELINE PERSONNEL SECURITY STANDARD (BPSS)

Employment is dependent on passing BPSS. BPSS is not a formal security clearance but aims to provide an appropriate level of assurance as to the trustworthiness, integrity and probable reliability of prospective employees. It is the minimum expectation for anyone who works for the Tribunal. The standard is applicable to:

1. All successful applicants for employment in the public sector and armed forces (both permanent and temporary staff);
2. All private sector employees working on government contracts (i.e. contractors and consultants), who require access to, or knowledge or custody of, government assets protectively marked.