

# Supporting your Toybox application

We are delighted that you are interested in working for Toybox.

Before you apply for any role at Toybox please read the information below which is designed to help support you through the Toybox application and recruitment process.

## How can I maximise my chance of being shortlisted for an interview?

Follow the instructions as outlined in the job advert, if a CV and covering letter is requested, please submit both, if an online application is required, please complete this. Please do review the Job Description and Person Specification and ensure your skills are complementary to the requirements of the role.

### How quickly will I know if I have been invited to an interview?

We endeavour to inform people that they have been invited to interview 5 working days after the closing date for applications. You will receive an email from us confirming that you have been invited to interview and what this will involve. You will also receive an email if you have been unsuccessful at this stage.

## If I am not shortlisted for an interview, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

#### Can I get feedback after my interview?

Yes, if you would like feedback after your interview, please inform the recruiting manager and we will ensure that you receive feedback on the interview.

#### Will you notify me of future vacancies?

No, you will need to follow us on social media or visit our website to see new roles as they are advertised.

# I recently applied for a role and was not successful but have seen the role re-advertised. Is it worth me applying again?

No, if the time period between advertising has been short, we would suggest that you do not re-apply.

# The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

It may be worth email the recruiting manger to discuss if you have alternative experience of qualifications to present.