

GUIDANCE NOTES FOR APPLICANTS

The following information is intended to assist you in completing your application form and to explain the process we will use to select the most suitable person for the post.

We are fortunate to receive many applications for vacant posts and we strongly advise all applicants to read these guidance notes before completing the application form.

I. Completing the Application Form

- It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job which are listed in the enclosed Person Specification and which are regarded as essential in order to work effectively in post.
- Please complete the application form in either black ink (using capital letters) or typescript and complete each section as fully as possible. You should not assume that the shortlisting panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information. Please remember that the selection panel will only consider the information that is in your application form.
- When completing Section 4 (Education and Training) please only list relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are necessary or you consider relevant (if any) to the job.
- When completing Section 9 (Previous Employment) please explain any gaps in employment dates.
- When completing Section 10 (Additional Information) please note that it is not sufficient to say that you have the relevant experience, skill or ability – you need to give specific examples of how you meet each of the requirements, eg describe a situation where you have used the required skills. It is important that you are explicit about your experience and skills because as an equal opportunities employer, we are unable to make assumptions.
- Also when completing Section 10, you should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability. Please use the 4 headings as detailed in the Person Specification – eg Area A, Area B, etc. If you do not use headings the shortlisting panel may have difficulty determining your suitability for the post and, therefore, it is more likely that you will not be selected for interview.
- Please do NOT include your CV with your application as it will not be read. You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job.

2. Monitoring Form

- Circle of Life Rediscovery CIC needs to make sure that we adhere to our equal opportunities policy and so we need to monitor our recruitment process.
- Candidates are asked to complete the form as accurately as possible. When asked where you saw the job advertised, please be specific eg do not state 'online' – name the actual site you saw the job.
- The monitoring form will be kept separate from your application form and will not be considered as part of the shortlisting process.
- Individual monitoring forms will be securely destroyed after 12 months. However, the information supplied will be collated and retained for future analysis – personal information will not be included in this.

3. Returning the Application Form

- Please make sure your application form is fully completed and returned to the address indicated at the bottom of the form. If returning by post, please ensure that you mark it 'confidential' and for the attention of the Personnel Officer.
- It is imperative that the application form is received by noon on the closing date, unless otherwise indicated in the job advertisement.
- Where possible, please do not leave it till the last minute to send in your application as we generally receive a large number of applications for each vacancy and this may delay shortlisting taking place. In addition to this, delays can occur due to the postal service and applications received after the closing time (for whatever reason) will not be considered

4. Candidates not selected for Interview

- Although we would like to inform all candidates whether they have been successful or not at the shortlisting stage, as a community interest company we are mindful of the costs involved. Therefore if you have not been contacted within 3 weeks of the closing date (or the date set for interviews), please assume that you have not been shortlisted on this occasion.
- Please note that this is a practical necessity on our part rather than a discourtesy and we hope that all candidates appreciate this fact and that it will not deter you from applying for any future suitable posts.
- The current status of all vacancies is detailed on our website and updated as and when further information is available.
- If you would like confirmation that your application has been received:
 - Applications sent electronically - please request a 'read receipt'
 - Applications sent by post – please enclose a stamped addressed envelope

5. Shortlisting

- The selection panel will comprise of at least 2 people and they will consider your application form objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence in Section 10 of the Application Form.
- Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application form, so be explicit about how you meet the criteria.

6. Interview

- If you are successful at the shortlisting stage, we will invite you to attend an interview. There will be at least 2 people on the panel and they will ask you a set of structured questions, lasting around 40 minutes.
- Depending upon the post, we may use other selection methods in addition to the interview. These are often very specific to the post and are likely to involve completing a task which would be carried out in the role, such as a written exercise. We may also ask you to make a presentation to the panel. If this is the case, you will be advised prior to the interview and provided with any necessary information to assist you in the task.
- If there is anything we can do to make your visit to the us more comfortable, please advise the Reseach Director as soon as possible.

7. Unsuccessful Candidates

- All candidates invited to interview will be contacted to advise them that they have not been successful on this occasion.
- If you would like feedback on your application or interview, you can request this from the selection panel. This should be put in writing to the Personnel Officer who will endeavour to respond within 14 days of the request.

8. Successful Candidates

- The successful candidate will usually be contacted by telephone and verbally offered the position.
- A formal written offer will be sent to you as soon as possible and this will be subject to 2 satisfactory references, health checks, Criminal Records Bureau (CRB) clearance and work permit (if applicable).

9. References

- We will normally only request references for candidates who have been successful once a verbal offer has been accepted. However, we reserve the right to apply for references prior to interview if you have indicated on the application form that this is acceptable to you.

- The reference details that you give in your application form need to include your present or most recent employer and one other who can comment on your work abilities – family members should not be used.

10. Criminal Records

- Some posts within Circle of Life Rediscovery CIC are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.
- If you are successful at being appointed to one of these posts, we will ask you to complete a form from the CRB and any offer of employment will be subject to a CRB clearance.
- Please note that a criminal record will not necessarily prevent you from being employed by Circle of Life Rediscovery CIC and each case will be considered individually.

11. Work Permit

- Applicants who are not an EU citizen may need a work permit to work in the UK.
- If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the CLR.

12. Data Protection

- Your application form will be treated in the strictest confidence. Information collected through the recruitment process is kept on file for 12 months and is then securely destroyed.
- If you are successful, relevant information will be retained on your personnel file.

We hope you are successful in your application. However if you are not, please do not be discouraged from applying for other posts that arise within the organisation.

Thank you for the interest you have shown in Circle of Life Rediscovery CIC.

Gill Tipping (Research Director)