



## Recruitment Process for Applicants

### The Application Form

Complete all areas on the application form, ensuring that the information you provide is correct and relevant to the post you are applying for. Some details, including your personal and referee information will be removed before shortlisting.

Please send completed and signed applications in word format to [recruitment@togetherforshortlives.org.uk](mailto:recruitment@togetherforshortlives.org.uk)

### Equality Monitoring

We would appreciate it if you could take the time to complete the equality and diversity monitoring form that is linked on the application form. Any information provided will remain anonymous and will only be used by Human Resources for monitoring purposes.

### Disability Confident (Guaranteed Interview Scheme)

If you have a disability covered by the definition outlined within the Equality Act 2010 and can show that you meet the 'essential criteria' described in the person specification for the role, you are guaranteed an interview for the role you are applying to, through our [Disability Confident scheme](#) (formerly known as the Guaranteed Interview Scheme).

Under the Equality Act 2010, a disabled person is someone who has – or has had in the past – a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

### Interview

All candidates will be contacted by email with either an offer of an interview or to let you know if you have been unsuccessful in progressing to interview. As a small charity, we are unable to provide feedback if you have not been shortlisted for interview.

Shortlisted candidates will be informed of the time, location, and names of interview panel, as well as notice of any assessment you may be asked to do at the interview.

The recruitment and selection panel will be comprised of a minimum of two people and will include the relevant line manager of the post.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the

procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to the interview.

### **Assessment**

Shortlisted candidates may be asked to complete an assessment relating to the role.

### **Self-disclosure**

Every short-listed candidate for roles that involve working directly with children and vulnerable adults will be required to complete a self-declaration form at the point of being invited to interview. If you are required to and do not provide a self-declaration form prior to attending the interview, you will automatically be withdrawn from the recruitment process.

For roles that do not involve direct contact with children or vulnerable adults, applicants are not required to disclose spent convictions, in line with the Rehabilitation of Offenders Act 1974.

### **Feedback**

All unsuccessful candidates who have attended an interview will be contacted by the hiring manager by telephone and will be offered constructive feedback; this can be useful for helping you with future interviews. Feedback should be a two-way process. It is important to use the information given to you positively. If possible, you should also give feedback on how the process felt for you.

### **Pre-employment Checks**

Once offered the role, HR will begin the onboarding process. At this point the offer is made on a conditional basis. As part of the process, you are required to complete pre-employment checks. Once these are completed, the offer will become unconditional.

### **DBS Checks**

The level of DBS check required will be based on the nature of your role. If you are working with children and vulnerable adults, or are working at a senior level, you will be required to complete an enhanced DBS check. These checks will be treated as confidential.

### **Referees**

References will only be contacted if you are successful in the recruitment process, but referee information must be provided on the application form.

If offered the role, we will first contact your references by email. Once references have been provided, we will also contact them by phone to ensure validity.

## **Recruitment of ex-offenders**

If you will be working directly with children and young people, and have pre-spent criminal convictions, a pre-employment risk assessment will be conducted between you, the hiring manager and HR, or member of the executive team. From this it will be agreed as to whether we continue with onboarding or withdraw the offer of employment.

Please see our [recruitment of ex-offenders policy](#) for more information.