

# Notes on Applying for a Job with Fareham Community Action

## Equal Opportunity

The recruitment process in charities is designed to appoint the person most suitable for the post while, in all other respects, to give applicants to have equal chances of success.

## Advertising

Vacancies are advertised as widely as appropriate and can be afforded. Often the method of advertising vacancies will be to include circulation to community organisations.

## Information about the post

Details to help potential candidates consider their suitability normally include the job description, person specification, details about the work or project and background information about the charity.

## Anonymous short-listing

The application form is in two parts so that the part with name and personal details can be separated to give anonymous short-listing. The selection panel will then not know the identity of applicants until they have agreed short-listing for interview.

## Matching the person specification

The selection panel wish to determine, from the application form, who best matches the detailed description in the person specification. Therefore it is most helpful to the candidate and the selection panel alike if the applicant presents evidence of how they meet the person specification in a clear and unambiguous way. ***We therefore recommend that applicants create a table in the application form and on one side enter the items of the person specification and on the other side give clear evidence about how they meet each part.***

Some items might only be possible to assess at interview. The interview will be used to enquire further about how the candidate meets the person specification. The decision will be based on the panel's assessment against the person specification only.

## Health Declaration

Candidates are asked to complete and bring a Health Declaration with them. This should be presented in an envelope with the candidates name on it. It will be opened at a very late stage of selection. If not used it will be returned unopened.

## Police checks

For many posts the work will involve substantial contact with children or vulnerable adults. As such these posts are exempt from the requirements of the Rehabilitation of Offenders Act and it is permissible to ask if the candidate has any criminal conviction including those considered 'spent'. Further, the provisions of the Criminal Records Bureau and its 'Disclosure' procedure mean that a 'police check' is likely to be requested from the candidate as part of a standard system of selection.

When this applies, applicants are invited to declare any convictions on the application form and will be invited to discuss any at interview. The procedure to undertake a 'police check' will normally be started only after selection of the preferred candidate; offers of employment will be subject to satisfactory references and a satisfactory outcome to the police check.