

YOUR APPLICATION AND OUR RECRUITMENT PROCESS

FAIR RECRUITMENT PROCESS

Our Equality and Diversity Policy means that we want to ensure that every applicant is treated fairly. The information you provide in the application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will be used as a basis for the interview itself.

Your application is, therefore, very important and the following advice is designed to help you complete it as effectively as possible.

PLEASE READ THE JOB COMPETENCY REQUIREMENTS AND THE JOB DETAILS CAREFULLY. YOU SHOULD READ THE FOLLOWING:

THE JOB COMPETENCY REQUIREMENTS

Every Novas post has job competency requirements which lists the behaviours, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of experience / behaviour required. Ask yourself why are you interested in the job.

JOB DESCRIPTION

This outlines the main duties of the post. Additional information about the organisation is usually disclosed.

EQUALITY AND DIVERSITY

You will receive a copy of our Equality and Diversity Statement.

The equality information you will give on your application will not affect your application and is not made available to the interview panel. We use this information to monitor whether we are reaching all sections of the community and to check that our recruitment process operates fairly.

FILLING IN THE APPLICATION FORM

After reading the job competency requirements and job description, think carefully about your application and consider to what extent you have the competencies and experience for the post.

Your application needs to show relevant skills, examples to demonstrate the competencies required, from work, learning or life experiences.

Always remember to specify YOUR role rather than those of your section or department.

CONSIDER ALL THE RELEVANT EXPERIENCE YOU HAVE GAINED AND TELL US ABOUT IT.

Consider any relevant experience you have acquired. This may be from your current or previous jobs but may also be from community or voluntary work, experience gained in the home and through leisure.

THE MOST IMPORTANT THING IS TO TELL US. WE ARE UNABLE TO GUESS OR MAKE ASSUMPTIONS.

RETURN THIS FORM ON TIME AND KEEP A COPY FOR YOURSELF.

You should gear your application to the specific job(s) – don't submit the same one for a series of jobs unless it is equally appropriate. C.V's submitted without an application form will not be enough.

Complete the form in **BLACK INK OR HAVE IT TYPED** and return it before the closing date. Always keep a copy for your own reference.

SHORTLISTING AND INTERVIEWS / ASSESSMENT CENTRES

Short listing is based on the skills and experience you show.

After the closing date the application forms are read carefully to see how each persons' experience relates to the post being applied for and applicants who most closely meet those requirements are called for an interview.

Set questions are asked at the interview and the panel takes notes.

The interview panel is normally made up of 2 – 3 people who will ask questions based on the competencies required for the job and supplementary questions based on the information you give us. The questions are intended to allow you to expand on your application and to show the panel how well you meet the requirements of the post. You will have the opportunity to ask questions about the job, conditions of service or anything else about the organisation. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable.

You may also have to undertake tests and supplementary assessments to assist evaluate your competency levels. These are provided to the interview panel to assist them with making their decision.

COMPLAINTS

If you feel that you have been unfairly treated, please write to us and we will investigate.

We are trying very hard to ensure that every stage in our recruitment process is fair and properly thought out. We have a duty to ensure that everyone is treated without discrimination. We hope that you have been treated fairly and helpful even if you are not appointed. If you wish to discuss why you have been unsuccessful, please contact the relevant manager who will be pleased to talk to you.