

## About SCIE's recruitment process

### The shortlisting process

We will establish a panel of interviewers, usually three, chosen for their knowledge about the job or the types of duties the job will include. The panel, which we aim to be as diverse as possible, will review the applications and create a short list of applicants which they will forward to the Human Resources Manager. The Human Resources Manager will then contact all applicants by letter to let them know whether they have been short listed or not. We aim to shortlist within a week after the closing date.

### The interview

Interviews are held at SCIE, normally around two to three weeks after the closing date for applications.

The panel will determine a list of questions that they will ask you in the interview based on the criteria in the job description and person specification. Interviews may also include a written task, a skills test or presentation. Candidates will be advised of any required preparatory work prior to the interview and asked if they require any adjustments at interview or for any part of the test.

### Papers to bring with you to the interview

Evidence of qualifications and membership of professional associations will be required at the interview. You will also be asked to provide evidence of your entitlement to work in the UK. Please note if you submit your application form electronically you will be asked to sign a copy at interview to declare the details provided are correct.

### After the interview

After the interview the panel will nominate a preferred candidate and let the Human Resources Manager know who will contact the preferred candidate by phone.

If the preferred candidate accepts the job offer, references will be collected. Please note the job offer is conditional on receiving satisfactory references.

Unsuccessful candidates will be notified by letter and invited to ask for feedback on their performance.

## About the job description

The job description includes the purpose of the job and the main duties and responsibilities you will be expected to undertake if you are appointed.

The person specification lists the education, experience, knowledge and personal qualities that we think you will need in order to be successful in the post. Criteria from the person specification will be used to assess your application and a short list of candidates

## About the application form

The purpose of the application form is for you to provide details of your education, training, qualifications, experience and skills. It is an important part of the selection process, both for deciding whether or not you will be shortlisted for interview, and as the basis for the interview itself.

We comply with the Data Protection Act in our recruitment processes. Information you give may be held in paper or computer records and information given by the successful candidate will become part of our confidential record.

Please do not attach papers to your form. If you have a lot of information the layout allows you to use as much space as you need in any particular section.

## Personal details

This section requires you to complete your name and contact details so that we can get in touch with you.

## Employment history

This section is about your current and past work history. This allows us to see if you have worked in a similar environment or you have been using and building the sorts of skills we are looking for.

We want to know about the job you are currently in, or if you are not currently employed, the last job you had. We also ask for details about the jobs you have had in the past.

## Education and training

This section is about the education and training you have undertaken throughout your life, starting from secondary school. This could include GCSEs, O levels, A levels, university and other training such as Microsoft Office, project management, etc. You should include details of any education, training or qualifications which you think will contribute towards your job application.

Some roles ask for a qualification or equivalent work experience. If you don't have the particular qualification but feel you have alternative suitable experience, don't forget to make sure you demonstrate this clearly and fully.

## Statement to address the person specification

This section is intended to enable you to say in your own words how you meet criteria from the person specification. You must give evidence and examples. For example, if the criteria is about your ability to work effectively within a team, you should tell us about the teams you have worked in and give an example of where this has been a successful relationship. Remember, we know nothing about you and will base our decisions on what you tell us.

Please do not attach your CV in response to this section of the application form. CVs, and any other papers, will be detached when application forms are given to the shortlisting panel.

On occasions where application is by CV this will be clearly communicated

## Referees

In this section you must supply the names and contact details for two referees. Where possible both of these references should be from employers and one of them will be from your present employer. You will need to include the capacity in which each is known to you, for example, your line Manager. You should contact SCIE's Human Resources Manager if it is not possible for you to provide two employment references.

The declaration you sign at the end of the application form gives SCIE permission, when contacting your referees, to ask for comments from them regarding your suitability for the post and to request details of your attendance, sickness and salary. We will take up references following any subsequent job offer. This job offer will be conditional on receiving satisfactory references

## General questions

On the application form you are asked to declare, under the Rehabilitation of Offenders Act, whether you have an 'unspent' conviction. An unspent conviction will not automatically bar you from appointment. However, if you are appointed and you have not declared that you have an unspent conviction, you may be disciplined and this could lead to dismissal.

If you are the successful candidate for the post but you are not entitled to work in the UK, SCIE may apply for a work permit on your behalf. However there is no guarantee that it will be granted as work permits are granted at the discretion of Work Permits UK.

Please note that SCIE is registered with the Criminal Records Bureau (CRB). Certain positions will require individuals to undergo a CRB check.

## Where to send your application

You should send your application and equal opportunities forms in an envelope marked 'confidential' to:

Human Resources Assistant  
Fifth floor  
2–4 Cockspur Street  
London  
SW1Y 5BH

or email the forms to [recruitment@scie.org.uk](mailto:recruitment@scie.org.uk)

(Please note, if you submit your application form electronically and are subsequently invited for an interview, you will be asked to sign a copy of your form, to declare the details provided are correct)

Please note, applications that arrive after the closing date will not be considered.

## About SCIE's equal opportunities policy

SCIE is committed to equal opportunities and values diversity in all aspects of its operations. As a modern organisation and inclusive employer we value and intend to reflect the diverse communities and people who make up the social care sector that we serve.

Selection decisions will be made according to equal opportunities best practice and successful candidates will be those who demonstrate throughout the process that they have the skills, experience, knowledge, competence and personal qualities to meet the requirements of the post. No application will be excluded or discriminated against on the grounds of gender, age, marital or civil partnership status, sexual orientation, religion or belief, ethnic background or disability.

## About the equal opportunities questionnaire

To ensure the effectiveness of SCIE's equal opportunities policy, we ask that you complete our equal opportunities questionnaire. Your answers will be treated in the **strictest confidence** and used only for statistical monitoring purposes. Your answers will not be taken into consideration in the recruitment process. If there is any question you would prefer not to complete, you may leave it blank. This form will be detached from your application form before short listing.

## Positive about disabled people

SCIE is recognised as a "Positive About Disabled People" employer. As part of this we guarantee disabled applicants who meet the essential criteria of a role an interview. For more information on the scheme please visit:

The application form and other recruitment material can be made available in large print and other formats as requested. Completed applications can be returned in similar or other formats. Please contact the HR Manager for advice and information on alternative formats.

## Definition of a disability- Equality Act 2010 (Brief overview)

In the Equality Act, 2010, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

### **Progressive conditions considered to be a disability**

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.