



Policy and Procedure Title:	Recruitment and Selection
Date of Implementation:	20 November 2020
Version:	V1.0
Maintenance of Policy and Procedure:	<p>Crossroads will monitor the effectiveness of this policy and procedure and its general compliance within the organisation.</p> <p>This policy and procedure will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.</p>

1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with equality of opportunity so that costly recruitment mistakes are avoided.
- 1.2 This Policy and procedure defines the principles that we consider important in the recruitment and selection process and aims to ensure that consistency and good practice is applied at all times across the organisation, recruiting on merit and ensuring that the recruitment process is free from bias and discrimination.
- 1.3 Our recruitment and selection process will ensure that we select the most suitable person for the job in respect of skills, experience and qualifications to deliver our strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.. To this end, we will recruit candidates who are most suited to the position in question and will comply with our Equal Opportunities and Equalities policy at all times and in line with our obligations under the Equality Act 2010.
- 1.4 We will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, for example, appearance or a foreign name or the assumption that a foreign national or someone from an ethnic minority does not have the right to work in the UK.
- 1.5 It is against our Equal Opportunities and Equality Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is placed at a disadvantage.
- 1.6 All employees are required to comply with the requirements of our Equal Opportunities and Equality Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.
- 1.7 All our policies and procedures will reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

1.8 Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

1.9 The following Appendices accompany this policy:

Appendix 1	Equal Opportunities Monitoring Form
Appendix 2	Applicant Privacy Notice
Appendix 3	Sample Job Description and Person Specification Format
Appendix 4	Sample Shortlisting Form
Appendix 5	Interview Scoring Criteria
Appendix 6	Acceptable Documents for Providing Right to Work in UK

1.10 We reserve the right to amend this policy and procedure at any time.

2. Recruitment Monitoring

2.1 We will seek to recruit employees on the basis of their ability and the requirements of the post.

2.2 We will ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

2.3 In order to meet this commitment, all candidates will be invited to complete an Equal Opportunities Monitoring Form (please see Appendix 1) which will be enclosed within the application pack for the role. All completed monitoring forms will be treated as confidential. The submitted form will be separated from the application form upon receipt and will not be provided to the short-listing panel.

2.4 How applicants complete this form has no connection to the evaluation of their application in any way and the information provided will be solely used for the purpose of monitoring our recruitment processes and applicants answers will be treated in the strictest of confidence.

2.5 The information provided by the applicant will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community.

3. Applicant Privacy

3.1 We are committed to being clear and transparent about how we will collect and use applicant's data and meeting our data protection obligations.

3.2 During the recruitment process, we will collect and process personal data relating to job applicants which will include:

- Personal contact details, such as name, title, address, and contact details, including email address and telephone number.
- Details of their qualifications, skills, experience, and employment history, including start and end dates, with previous employers.
- Information about their remuneration.
- Information about their entitlement to work in the UK.
- Information about any criminal convictions
- Equal opportunities monitoring information, including information about their ethnic origin, sexual orientation and religion or belief.

3.2 Please see Appendix 2 for further information relating to applicant privacy.

4. Application Packs

4.1 All applicants, internal and external, will be provided with an application pack for the role that is being recruited for. Our application pack will contain the following items:

- Covering Letter
- Job Advert
- Job Description and Person Specification
- Applicant Privacy Notice
- Copy of our Recruitment and Selection Policy
- Application Form
- Equal Opportunities Form

5. Job Description

5.1 Job descriptions are a key document in our recruitment and selection process. All job descriptions will clearly and accurately set out the duties and responsibilities of the job role and will include:

- Job Title
- Salary/Hourly Rate
- Hours of Work
- Any special working conditions (e.g. unsociable hours/shift work)
- Location of Work/Where Role will be Based
- Contract Type – Permanent/Fixed-Term/Casual
- Qualifications Required
- Details About Us
- Details about the Role
- Key Duties and Responsibilities

5.2 When writing our job descriptions, we will ensure that no job applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

5.3 Our Job descriptions will:

- Avoid jargon and unexplained acronyms and abbreviations.
- Be readily understandable to potential applicants for the post.
- Avoid ambiguity about responsibilities and be clear about the post holder's accountability for resources, staff, etc.

5.4 Please see Appendix 3 for a sample of our job description format.

6. Person Specification

6.1 Our person specification is of equal importance to the job description and informs the selection decision. It details the skills, experience, qualifications, abilities and expertise that are required to do the job. It will be specific, related to the job, and not unnecessarily restrictive - for example, only qualifications strictly needed to do the job would be specified.

6.2 The person specification enables potential applicants to make an informed decision about whether to apply and for those who do apply, to give sufficient relevant detail of their skills and experience in their application. The person specification forms the basis of the selection decision and enables the selection panel to ensure objectivity in their selection.

Elements of the Person Specification

- 6.3 The person specification details the knowledge (including necessary qualifications), skills and abilities, experience and aptitudes required to do the job, specifying which are essential and which are desirable; these may be different from the attributes of the previous post holder if applicable.
- 6.4 Essential criteria are those without which an appointee may not be able to adequately perform the job.
- 6.5 Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period.
- 6.6 Knowledge can be derived in a number of ways, for example through education, training, or experience.
- 6.7 For some jobs a particular qualification(s) may be essential, while for others no single qualification may be appropriate, and a particular type of experience may be just as relevant as a formal qualification. Where qualifications are deemed, essential these should reflect the minimum requirements necessary to carry out the job to an acceptable standard.
- 6.8 Please see Appendix 3 for a sample of our person specification format.

7. Advertisements

- 7.1 The purpose of advertising a post is to attract the widest range of high calibre applicants possible.
- 7.2 Our vacancies will generally be advertised using an appropriate media publication including, online, Social Media channels and press publications as appropriate.
- 7.3 All of our vacancies will also be communicated internally. We are keen to facilitate internal promotions wherever possible as development opportunities for all of our staff.
- 7.4 We may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of our existing members of staff unless the management team agrees that this is not appropriate due to the specialist skills required for the post involved. These decisions will be made by our management team and/or our Board of Directors and may also be made in conjunction with our HR Advisor.
- 7.5 Vacancies that are restricted to internal candidates only will be clearly indicated in the advertisement. All internal candidates will be selected for interview using the same criteria as external candidates.
- 7.6 Where any of our employees are on maternity, adoption and fostering, paternity, parental or other extended periods of leave, we will ensure that they receive all advertisements for our advertised posts during these periods of leave.
- 7.7 When a vacancy arises, consideration will be given to staff whose posts are being made redundant and for whom redeployment is being sought; this includes employees coming to an end of their fixed-term contracts.
- 7.8 On occasion, employee redeployment may be considered for reasons other than redundancy; on these occasions, consideration will be given to current vacancies.

8. Application Form

- 8.1 All candidates for all of our posts, including internal applicants, will be asked to complete our standard application form, in order that all applicants can be judged on the basis of comparable information. The submission of Curriculum Vitae's (CV's) for all advertised posts will not be accepted.
- 8.2 To ensure that we treat all applications equally and fairly, all applications received will be allocated an applicant reference number.
- 8.3 Part 1 of our Application Form which contains the applicant's personal details including name, address, sex, gender, ethnicity, disabilities, age, sexual orientation, faith, religion or beliefs will not be shared with the recruiting manager and interview panel for shortlisting purposes.
- 8.4 Part 2 of our Application Form detailing the applicant's reference number only will only be made available to those directly involved in the recruitment and selection process.

9. Relationships with Staff Members

- 9.1 We will ask all applicants to declare if they are related to any member of our staffing team. Canvassing of our staff members is not permitted. None of our managers should/will be put into a position where they are asked to interview a person to whom they are related.

10. References

- 10.1 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.
- 10.2 We reserve the right to request more than 2 references.
- 10.3 We will not normally seek references prior to interview unless we indicate otherwise.
- 10.4 We will not accept references from relatives and or friends.
- 10.5 We will always contact the applicant's referees in writing or by email. If the referee's email address has been provided, we will normally contact them this way.
- 10.6 All referees will be asked to complete our pro-forma reference questionnaire. In exceptional circumstances, we may seek/accept a verbal reference by telephone, where this is the case a file note of the telephone conversation will be formally recorded including the name and designation of the person that provided the reference and retained on file.
- 10.7 On receipt of a written reference, we may, on occasion require to follow-up with the referee for further information or where a response is unclear. Written exchanges will be maintained and/or telephone conversations will be formally recorded with a file note.

11. Qualification Certificates

- 11.1 Applicants may be required to provide evidence of qualifications either in the form of original certificates, which will be copied and then returned or photocopies.
- 11.2 If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to our attention at any stage during employment, then the individual will be subject to disciplinary action and may be liable to dismissal.

12. Criminal Convictions or Pending Charges

- 12.1 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or whether they have any criminal charges pending.

13. Protecting Vulnerable Groups Scheme (PVG)

- 13.1 We fully recognise our obligations under legislation to carry out necessary checks to ensure that those undertaking regulated work for us are not barred from doing so.
- 13.2 We cannot, by law, employ someone to do regulated work of a type from which they are barred. To this end, we will seek information from Disclosure Scotland, through the PVG Scheme or through a Basic Disclosure check, depending on role, to inform decisions on an individual's suitability for a post.
- 13.3 Where a post constitutes regulated work with children, we are permitted to request a check against the list of persons barred from working with children.
- 13.4 Activities as part of a person's normal duties which indicate they are doing regulated work with children include:
- Being in sole charge of children.
 - Caring for children.
 - Providing advice or guidance to children.
 - Teaching, instructing, training or supervising children.
 - Unsupervised contact with children.
- 13.5 Where a post constitutes regulated work with protected adults, we are permitted to request a check against the list of persons barred from working with protected adults.
- 13.6 Activities as part of a person's normal duties which indicate they are doing regulated work with adults include:
- Being in sole charge of protected adults.
 - Caring for adults.
 - Providing advice or guidance to protected adults.
 - Teaching, instructing, training, or supervising protected adults.
 - Unsupervised contact with protected adults.
- 13.7 We will comply with the Code of Practice and other guidance issued by Disclosure Scotland in dealing with requests for and in making decisions on PVG Scheme/Basic Disclosure information.

14. Shortlisting Process

- 14.1 We will record all applicants' details at the point of receipt. All information relating to the data collected in the Equal Opportunities Monitoring Form will not be shared with those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.
- 14.2 Confidentiality of applications will be respected by all of those involved in the shortlisting process.
- 14.3 After the closing date has passed, the shortlisting panel will assess all of the applications received to determine which applicants are to be called for interview. At least two people will be nominated as part of the shortlisting panel.
- 14.4 Where the panel has an external member, that person will normally take part in the shortlisting wherever practicable.

- 14.5 All applicants' applications will be shortlisted against the Essential and Desirable criteria as outlined in the person specification. Only applicants that meet all of the Essential criteria will be shortlisted for interview, however the shortlisting panel reserve the right to apply discretion where the candidate does not meet all of the essential criteria but deem that appropriate training, guidance and support may be provided to address the skills gap
- 14.6 Shortlisting panel members will not dismiss applicants who appear to be over-qualified. Assumptions will not be made about their reasons for applying for the post as this may result in the elimination of an otherwise exemplary candidate.
- 14.7 A shortlist of candidates will be drawn up for interview based entirely on merit and suitability for the post but taking account our responsibilities in relation to the Equality Act 2010.
- 14.8 Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview.
- 14.9 All applicants' original applications, together with a written note of reasons for shortlisting or rejecting will be retained for 12 months from the date that an appointment decision is notified after this date they will be destroyed in a confidential manner.
- 14.10 Please see Appendix 4 for a sample of our Shortlisting Record Form.

15. Interviews

- 15.1 Interviews will be scheduled as soon after the closing date as reasonably possible.
- 15.2 All successful candidates shortlisted for interview will be notified of this in writing by post or by email. If the candidate has provided their email address, we will normally contact them this way.
- 15.3 All candidates will be asked to confirm their attendance at the interview and also asked to advise of any special requirements or particular arrangements that they may require to be put in place. If a candidate is unable to make the designated date/time for interview the panel will endeavour to accommodate an alternative time however it remains at the panel's discretion whether an alternative can be accommodated. In some circumstances where deemed appropriate, an interview via online video technology such as Zoom, Skype etc may be considered.
- 15.4 Interviews will be held by a panel comprising of ideally three persons, but a minimum of two persons, gender-balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order to allow the candidate to give a fair and accurate impression of themselves.
- 15.5 In addition to being available to offer advice at any stage of the recruitment process, our HR Advisor can join the interview panel, if requested in advance.
- 15.6 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description and person specification for the post. The panel will seek to develop questions that ask the candidates to give examples of their previous relevant experience and apply their knowledge, skills and experience to the post applied for.
- 15.7 All candidates will be asked the same questions in the same order, and their responses rated between 1 and 5. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total points score. Additional notes may be made by the panel during the interview; however, it should be noted that candidates will have access to all information should they request it.

15.8 Please see Appendix 5 for our interview scoring criteria.

15.9 It should be remembered that an interview is a two-way process, and candidates will be given the opportunity to ask the interview panel questions about our organisation, to ensure that they have a full understanding of the post for which they are applying and the way we operate.

16. Skills Tests and Presentations

16.1 In addition to interviews, we may use a range of other selection techniques such as a skills test or presentation. In such circumstances, reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

16.2 Where candidates are required to prepare a short presentation, they will be notified of this when being invited to attend an interview. All candidates will be provided with the same presentation topic(s) applicable to the job role. All candidates will be advised of the maximum time that their presentation should last for and the equipment such as a laptop and projector that will be provided to them.

16.3 Where candidates are required to complete a skills test as part of the interview process, they will be advised of the details of the skills test and the duration prior to interview.

17. Making a Decision after Interview

17.1 The information obtained in the application, the interview, any skills test and or presentation and in references (if obtained prior to interview) will allow candidates to be assessed against the person specification and a selection decision to be made.

17.2 We will ensure that a written note of the reasons for selecting the successful candidate and declining others is made and placed within the recruitment file, together with the original applications and notes of all panel members, for a minimum of 12 months after the appointment decision has been notified to the candidates.

17.3 If a member of a selection panel feels that there has been any irregularity in the recruitment and selection procedure and the panel cannot resolve the matter at the time, they must report the matter without delay to our Manager and/or a member of the Board of Directors.

17.4 Interview proceedings are confidential, and interviewers are free to divulge to others the decision reached only once the appointee has accepted the post.

17.5 Where the successful candidate is disabled, reasonable adjustments will be considered depending on their disability and in consultation with them. This will be done as soon as possible after appointment. We fully acknowledge that we have a duty to consider what reasonable adjustments can be made to working practices, or premises, or to enable access to goods, facilities and services by disabled people.

18. Feedback

18.1 All feedback will be provided to both internal and external applicants by the recruiting manager on request.

18.2 Feedback will be specific, honest and relate to the person specification and skills test and or presentation as appropriate.

19. Complaints Procedure

19.1 Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to our Manager stating the grounds of the complaint.

19.2 Any employee who wishes to complain about their experience of the recruitment process should do so by means of our Grievance Procedure.

20. Offers of Employment

20.1 All offers of employment will initially be made to the successful candidate verbally by the recruiting manager. The recruiting manager will confirm the following details:

- Job Title
- Salary
- Contract Hours per Week
- Contract Status – Permanent or Fixed-Term
- Start Date – Where Possible and End Date – If contract is offered on a fixed-term basis
- Duration of Probationary Period
- The offer of employment is subject to the receipt of two satisfactory references and the completion of legislative employer's checks in relation to eligibility to work within the UK.
- To seek permission from the successful candidate to contact their two nominated referees.

20.2 All appointments will be made strictly on merit and related to the requirements of the job role.

20.3 When offers of employment are made, these will be made on a conditional basis based on the conditions of employment (i.e. satisfactory references, evidence of qualifications, proof of eligibility to work in the UK, The Protecting Vulnerable Groups Scheme (PVG Scheme).

20.4 Where the terms of the offer are not met within a reasonable timescale, then we may withdraw the offer of employment.

21. Confirmation of Right to Work in UK

21.1 It is against the law to employ a person who does not have permission to live and work in the UK and we could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK. We will not employ an individual unless he or she has a legal right to work in the UK.

21.2 All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis) prior to commencing employment with us.

21.3 We will check the necessary documents during the recruitment process. Please see Appendix 6 for information regarding the documents that are acceptable for proving right to work in the UK.

21.4 In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with us, regardless of race, nationality or ethnic or national origins.

21.5 If an applicant is not able to produce one of the listed documents then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold until evidence can be produced and the offer may be withdrawn.

21.6 In the event that an individual has time-limited permission to live and work in the UK, they must provide evidence of his or her renewed right to live and work in the UK at the expiry of the current permission.

21.7 If we are concerned of it becomes evident to us during the course of an employee's employment that they do not have the right to work in the UK, we will, following an investigation into the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's contract of employment.

22. Probationary Period

22.1 All appointments made will be made subject to a probationary period, dependent on the role the probationary period may be three (3) or six (6) calendar months this provision is included within our Terms and Conditions of Employment for the reason of providing the following benefits:

- To help identify training and development needs and provide appropriate development activities to assist in achieving their full potential.
- To assist them in developing their career in a manner this is both personally satisfying and consistent with our goals and needs.
- To provide us with an opportunity to assess their performance and future potential before deciding about ending their probationary period.

22.2 On a regular basis, probationary review meetings will take place between the post holder and their line manager to discuss progress. During this meeting, any concerns regarding performance and conduct will be raised and fully discussed, expectations, goals and objectives will be agreed by both parties.

22.3 We reserve the right to further extend the post holder's probationary period in the event of any concerns regarding their performance or conduct.

22.4 We reserve the right to end the post holder's employment during their probationary period where they fail to reach the satisfactory performance or conduct.

22.5 At the end of the probationary period, and subject to the post holder successfully completing their probationary period, they will be notified in writing of their successful completion.

23. Personnel Records & Starter Procedures

23.1 Personnel records (paper, electronically or both) for each employee will be held by us and will include:

- Contract of Employment.
- Personal information – New Starter Form.
- Next of kin.
- Home address.
- Copy of all qualifications (if applicable)
- Changes to terms and conditions.
- Absence records.
- Current Disciplinary details.
- Records of any Training undertaken; and
- Records of Objectives and Performance Appraisals.

23.2 These records will be held in a secure environment and will only be accessible to authorised personnel. This enables information gathering and quick access to employee records.

23.3 Our finance team will have limited access to enable them to run payroll and pay expenses.

Job Applicant Privacy Notice

Introduction

During our recruitment process, we will collect and process personal data relating to job applicants.

We are committed to being clear and transparent about how we collect and use that data and to meeting our data protection obligations.

What Information Do We Collect and Process?

We will collect and process a range of personal information (personal data) about you. Personal data means any information about you from which you can be identified. This includes:

- Personal contact details, such as your name, title, address, and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers.
- Information about your remuneration.
- Information about your entitlement to work in the UK.
- Information about any criminal convictions
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, religion, or belief.

We collect this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms, obtained from identity documents, such as your passport and collected through interview.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including on your application record, in our HR management systems and in other IT systems (including our email system).

Why Do We Process Personal Data?

We need to process data prior to entering into a contract with you. We also need to process data to enter into an employment contract with you and to meet our obligations under that employment contract.

In addition, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check that you are entitled to work in the UK before your employment begins.

We have a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables us to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. We may also have to process data from job applicants in order to defend legal claims.

For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role.

If You Fail to Provide Personal Information

You are under no obligation to provide us with data during the recruitment process. However, if you do not provide certain information when requested, we may not be able to process your application for employment properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

Automated Decision-Making

Our employment decisions are not based solely on automated decision-making.

How Long do we Keep your Data?

We will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and we shall issue a new privacy notice which sets down the periods for which your data will be held.

Who Has Access to Data?

Your information will be shared internally for the purposes of the recruitment process, including with the recruitment panel and our HR Advisor.

We will not share your data with third parties unless we make you an offer of employment. In those circumstances, we shall share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

We will not transfer your data to countries outside the European Economic Area.

How Do We Protect Data?

We take your data seriously and we have internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Your Rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request (known as a “data subject access request”).
- Require us to change incorrect or incomplete data.
- Request erasure of your personal information. This enables you to ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where we are relying on our legitimate interest as the legal ground for processing; and
- Ask us to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact our Manager.

If you believe that we have not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.

Sample Job Description and Person Specification Format

Job Title:	Job Title
Salary or Hourly Rate:	Salary per annum/pro rata (where applicable) Hourly Rate (where applicable)
Hours of Work:	No of hours per week (applicable to role) Normally worked as follows (applicable to role) Unsociable Hours (applicable to role)
Location of Work:	Where role will be primarily based
Contract Type:	Permanent/Fixed-Term/Sessional (applicable to role)
Qualifications Required:	As applicable to Job Role

About Us

Details about our organisation.

Role

An overview of the role will be provided here

Duties and Responsibilities

Duties and responsibilities associated with the role will be clearly outlined within this section.

Sample Person Specification

The person specification details the knowledge (including necessary qualifications) skills and abilities, experience and aptitudes required to do the job, specifying which are essential and which are desirable.

Only applicants that meet all of the Essential criteria will be shortlisted for interview.

		Essential	Desirable
E1	<i>Qualifications Required</i>	✓	
D1	<i>Good IT Skills – including word processing, e-mail, internet, PowerPoint</i>		✓

Equal Opportunities Monitoring Form

CONFIDENTIAL

In accordance with our policy on equal opportunities in employment, SDV will provide equal opportunities to any employee, job applicant and Trustees of our Board and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have an equal opportunities monitoring system where we monitor all applications received. We would, therefore, be grateful if you would complete the questions on this form.

This form is separated from your application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence. The information you provide will only be used for monitoring purposes and to assist us with improving our recruitment process to ensure we are reaching all sections of the community. How you complete this form has no connection to the evaluation of your application in any way.

Post Applied For	
Date of Birth	

Vacancy

How did you hear about this vacancy?

<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Email/Newsletter
<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Twitter
<input type="checkbox"/>	Website/Search Engine
<input type="checkbox"/>	Family or Friend
<input type="checkbox"/>	Magazine Article
<input type="checkbox"/>	Newspaper Story
<input type="checkbox"/>	TV/Radio
<input type="checkbox"/>	Other, please specify below

Marital Status

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married/Civil Partner
<input type="checkbox"/>	Divorced/Person whose Civil Partnership has been dissolved
<input type="checkbox"/>	Widowed/Surviving Civil Partner
<input type="checkbox"/>	Separated
<input type="checkbox"/>	I do not wish to disclose my marital status

Age

<input type="checkbox"/>	16 - 24
<input type="checkbox"/>	25 - 29
<input type="checkbox"/>	30 - 34
<input type="checkbox"/>	35 - 39
<input type="checkbox"/>	40 - 44
<input type="checkbox"/>	45 - 49
<input type="checkbox"/>	50 - 54
<input type="checkbox"/>	55 - 59
<input type="checkbox"/>	60 - 64
<input type="checkbox"/>	65+
<input type="checkbox"/>	I do not wish to disclose my age

Gender Identity – Sex

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	Intersex
<input type="checkbox"/>	Non-Binary
<input type="checkbox"/>	I do not wish to disclose my gender
<input type="checkbox"/>	Prefer to use my own term, please specify below:

Gender Orientation

<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Gay
<input type="checkbox"/>	Lesbian
<input type="checkbox"/>	Bisexual
<input type="checkbox"/>	I do not wish to disclose my gender orientation
<input type="checkbox"/>	Prefer to use my own term, please specify below:

Disability

Do you consider yourself to have a disability?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I do not wish to disclose whether I have a disability

If Yes, please state the type of impairment which applies to you. You may indicate more than one category.

<input type="checkbox"/>	Physical impairment
<input type="checkbox"/>	Sensory impairment
<input type="checkbox"/>	Mental health condition
<input type="checkbox"/>	Learning disability/ difficulty
<input type="checkbox"/>	Long-standing illness
<input type="checkbox"/>	Other, please specify below:

Ethnic Origin

What is your ethnic group? Please choose one selection from (a) to (g) and then tick the appropriate box to indicate your cultural background.

(a) White	<input type="checkbox"/>	British
	<input type="checkbox"/>	Irish
	<input type="checkbox"/>	Other, please specify _____
(b) Dual Heritage	<input type="checkbox"/>	White and Black Caribbean
	<input type="checkbox"/>	White and Black African
	<input type="checkbox"/>	White and Asian
	<input type="checkbox"/>	Other, please specify _____
(c) Asian	<input type="checkbox"/>	British
	<input type="checkbox"/>	Indian
	<input type="checkbox"/>	Pakistani
	<input type="checkbox"/>	Bangladeshi
	<input type="checkbox"/>	Other, please specify _____
(d) Black	<input type="checkbox"/>	British
	<input type="checkbox"/>	Caribbean
	<input type="checkbox"/>	African
	<input type="checkbox"/>	Other, please specify _____
(e) Chinese or Other	<input type="checkbox"/>	Chinese
	<input type="checkbox"/>	Other, please specify _____
(f)	<input type="checkbox"/>	Any other ethnic group, please specify _____
(g)	<input type="checkbox"/>	I do not wish to disclose my ethnic origin

Faith/Religion/Belief

<input type="checkbox"/>	Agnostic
<input type="checkbox"/>	Atheist
<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Christian
<input type="checkbox"/>	Hindu
<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Other, please specify _____
<input type="checkbox"/>	I do not wish to disclose my faith/religion/belief

Thank you for completing this form to assist us with effective monitoring processes.

Shortlisting Record

The criteria used for shortlisting should not deviate from those specified in the person specification.

Essential criteria should be met before considering desirable criteria.

Scoring System:

0 = Fails to Meet Criteria

1 = Partly Meets Criteria

2 = Fully Meets Criteria

Job Title:	[Job Title]
Shortlisting Panel Names and Job Titles:	[Name] [Designation] [Name] [Designation]
Date of Shortlisting Candidates:	[Date]
Proposed Interview Date: (If Known)	[Interview Date]
Maximum Score for this Role:	Essential = X [No of Essential Criteria x 2 = Max Score] Desirable = X [No of Desirable Criteria x 2 = Max Score] Total = X [Grand Total of Above]

	Candidate Ref No					
Essential Criteria						
[All Essential criteria listed in Person Specification to be listed below].						
E1						
E2						
E3						
	Candidate Ref No					
Desirable Criteria						
[All Desirable criteria listed in Person Specification to be listed below].						
D1						
D2						
D3						
Scoring Total						
Shortlisted for Interview (Please enter Y/N)						

Interview Scoring Criteria

Score	Scoring Explanation
5	<i>More than meets the criterion; has included all relevant information and given an outstanding answer.</i>
4	<i>Meets criterion comprehensively; has included all relevant information and given a good, detailed answer.</i>
3	<i>Partly meets criterion; has included some information but does not wholly meet criterion and has given a satisfactory answer.</i>
2	<i>There are doubts that a criterion has been met and has not given a very good answer.</i>
1	<i>Fails to meet criterion and has given a weak answer.</i>

Acceptable Documents for Providing Right to Work in UK

Under the Immigration, Asylum and Nationality Act 2006, to establish that an individual has the right to work in the UK, an Employer must check and copy or record one of a number of specified documents (or two documents in a specified combination) from list A or list B.

Prior to commencing your employment with us, you must provide us with one of the documents or combinations of documents in List A or List B below as proof that you are eligible to work in the UK. Please note that we can only accept original documents.

LIST A

The documents in list A indicate that the holder is entitled to live and work in the UK indefinitely. These documents provide an ongoing excuse against payment of a civil penalty. A passport showing that the holder is a British citizen or a citizen of the UK and Colonies with a right of abode in the UK. If a Document from List A is supplied – there is no requirement for you to provide additional documentation to prove your entitlement to work in the UK.

	Description of Acceptable Document
1	A passport or national identity card showing that the holder is a national of the European Economic Area (EEA) or Switzerland. Croatian nationals must also provide an original valid accession worker authorisation document or, if they are exempt from authorisation, their registration certificate confirming their exemption, or they must prove their exemption by other means.
2	A registration certificate or document certifying the holder's permanent residence issued by the Home Office on the basis that he or she is a national of an EEA country or Switzerland.
3	A permanent residence card issued by the Home Office if the holder is a family member of a national of an EEA country or Switzerland.
4	A current biometric immigration document issued by the Home Office indicating that the holder is allowed to stay indefinitely in the UK or has no time limit on his or her stay in the UK.
5	A current passport endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on his or her stay in the UK.
6	A current immigration status document issued by the Home Office with an endorsement indicating that the holder is allowed to stay indefinitely in the UK or has no time limit on his or her stay in the UK when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.
7	A full birth certificate issued in the UK stating the name(s) of at least one of the holder's parents when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.
8	A full adoption certificate issued in the UK stating the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.
9	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.
10	An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.
11	A certificate of registration or naturalisation as a British citizen when produced in combination with an official document issued by a government agency or a previous Employer giving the holder's name and permanent national insurance number.

LIST B

The documents in list B indicate that the holder has a limited right to live and work in the UK. These documents provide an excuse against payment of a civil penalty for a limited period.

From 16 May 2014, list B is divided into group 1 and group 2. Where a document is provided from group 1, a follow-up check at the expiry of your permission to work will be undertaken. Where a document is provided from group 2, a follow-up check six months from the date of the Positive Verification Notice (see below) will be undertaken.

Group 1 - Description of Acceptable Document

1	A current passport endorsed to show that the holder is allowed to stay in the UK and do the type of work in question.
2	A current biometric immigration document issued by the Home Office that indicates that the holder can stay in the UK and is allowed to do the work in question.
3	A current residence card issued by the Home Office if the holder is a family member of a national of the European Economic Area (EEA) or Switzerland or who has a derivative right of residence.
4	A current immigration status document with a photograph issued by the Home Office with an endorsement indicating that the holder can stay in the UK and is allowed to do the type of work in question when produced in combination with an official document giving the holder's permanent national insurance number and name issued by a government agency or a previous Employer.

Group 2 - Description of Acceptable Document

1	A certificate of application issued by the Home Office to a family member of a national of the EEA or Switzerland stating that the holder is permitted to take employment which is less than six months old, in which case the Employer must also be able to obtain a Positive Verification Notice from the Home Office Employer checking service.
2	An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, in which case the Employer must also be able to obtain a Positive Verification Notice from the Home Office Employer checking service.

We must also obtain a Positive Verification Notice if you are unable to provide evidence of your right to work in the UK because you have a Home Office application or appeal pending.