



Guidelines for Job Applicants

The West of England Centre for Inclusive Living (WECIL) aims to employ a diverse workforce, which reflects community groups within the areas that we operate.

We adhere to fair, consistent and valid recruitment and selection procedures in order to ensure the person best able to do a particular job is employed. We are keen to ensure that the needs of the individual are taken into account through this procedure, as well as the needs of the organisation and so have devised these guidelines for job applicants.

As an organisation that is run by and for Disabled people we are keen to employ Disabled people. Our *Positive about Disabled People* accreditation recognises that we have a positive approach to employing Disabled people in our organisation.

If you require any of the documents relating to the job application process in another format please contact us.

1. The Application Form

Please complete the Application Form and either upload it onto the website, following the instructions online, email it back to jobs@wecil.co.uk or post it to – Resources Co-ordinator, WECIL Ltd, The Vassall Centre, Gill Avenue, Fishponds, Bristol BS16 2QQ

When completing the Application Form please keep your answers short and to the point.

If you are a Disabled person and your impairment makes it difficult for you to complete the Application Form, please contact us.

Please do not send any further information with your Application Form, (e.g. a CV or resumé), as it will not be taken into consideration in the shortlisting process.

By submitting the completed Application Form electronically or otherwise, you are agreeing that all information supplied is current and accurate.



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2. The front pages of the Application Form

Please fill in all pages of the Application Form. As indicated on the form, the first set of pages requiring information on equalities monitoring and criminal convictions will be detached, kept confidential and not seen by the panel when shortlisting applicants for interview. Only questions 1 to 5 will be submitted to the selection panel for consideration. The panel will be informed if you are a Disabled person as any Disabled person that is assessed by the panel as meeting the **essential** criteria of the employee specification will be guaranteed an interview.

The monitoring information will be used to gather statistics for monitoring purposes. We need this information to enable us to focus positive action measures towards any under represented groups of people.

Similarly, please refer to the document 'Employing Ex-offenders Procedure' if you have any queries regarding our asking questions about any criminal convictions.

3. References

References will be taken up after interview, once a formal offer of employment is made.

Please include the names of two people who we can approach for a reference and who have agreed to give a reference for you.

If you are in employment, one must be your current employer and the other your previous employer. If you are not in employment, please give the most recent employer, tutor or other professional person.



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4. Shortlisting

The panel that will carry out the shortlisting will compare what you have written in the Application Form about your skills and experience with the skills and experience listed on the Employee Specification. The panel are not allowed to make assumptions about the experience that people may have, so it is important to be very clear on your Application Form as to what skills and experience you have so that the panel has all the information that they require.

Each criterion on the Employee Specification must be addressed in the order in which it appears. Please answer fully. For example, if the criteria states “Must have experience of office administration”, your answer to this should give a detailed explanation of how you meet this criteria. It would not be enough to state that you have experience of office administration without detailing what the experience was, the kind of office administrative tasks that you carried out and demonstrate an understanding of what the tasks involved.

Please be concise when completing this section of the application form and ensure your answers to Question 4 is not more than a total of four sides of A4.

5. The Interview

At the interview, the panel will ask questions relating to the Employee Specification with the aim of drawing out more information about your skills and experience. Again, no assumptions can be made and it is important that candidates give as much detail as possible. Do not assume that the panel will know anything about the work that you have done in the past.

The panel may also ask Disabled applicants for further information with regard to specific access requirements that they may have in order to consider reasonable adjustments that could be made.

Any information given regarding criminal records will also be discussed.



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Shortlisted applicants will be asked to bring proof of qualifications and identity with them to their interview. Proof of identity will be photographic identification (current passport or driving licence) plus at least one item of address related evidence. The Chair of the panel will ask to see these documents.

6. Offers of Employment

All offers of employment are subject to WECIL receiving satisfactory references and, if the post requires you to work alone with Service Users, a Criminal Record Bureau check.

For any further information or assistance **about the application process** please contact our Resources Co-ordinator using the postal or email address given on page 1 or telephone: 0117 903 8900 (voice or minicom).