

## Recruitment Guidance Notes



Sussex Wildlife Trust aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, knowledge, skills and behavioural competencies will be assessed at the level that is relevant to the job.

### 1. Completing the Application Form

Candidates should not include a CV or any additional pages with the application.

#### Education & Training

Please list qualifications and training which are relevant to the application.

#### Previous Employment

Please explain any employment gaps.

#### Additional Information

Please provide examples of your experience, knowledge, skills and behavioural competencies required for the job.

The information from these sections will be considered during the shortlisting phase of the recruitment process.

### 2. Equal Opportunities

Sussex Wildlife Trust is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Sussex Wildlife Trust will consider ex-offenders for employment on their individual merits. The organisation's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the job into which the Trust is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the Trust will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, the Trust will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied. Furthermore, if the job is exempt, the Trust will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The Trust will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service

(DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). Where the individual is member of the DBS update service, the Trust will, with his or her permission, carry out a status check on any current certificate. Sussex Wildlife Trust is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

### **3. Shortlisting**

The Trust will filter out applicants who do not meet the basic qualifying criteria for the job before shortlisting. Shortlisting is a more in-depth process, whereby the Trust assesses applicants against the essential and desirable criteria for the role and decides which individuals should progress to the next stage in the selection process. Following a screening process, the Trust could still have a potentially large pool of applicants who meet the basic qualifying criteria, and the aim of the shortlisting exercise is to reduce this pool to a manageable field of candidates for selection.

To identify a shortlist, the Trust will review all of the data obtained for the applicants at this stage against a set of shortlisting criteria. At the end of this process, the Trust will place the applicants who most closely meet the essential and desirable shortlisting criteria on the shortlist. The shortlisted candidates will progress to the next stage of the selection process.

### **4. Applicants Not Selected For Interview**

Due to the high volume of applications received, the Trust is unfortunately unable to write to unsuccessful applicants or to provide feedback at this stage of the process.

### **5. Interview Stage**

The shortlisted candidates will be invited to attend an interview. Candidates who require special arrangements to be made on account of a disability should contact the Trust and provide brief details of the effects of the disability on the interview and any other information that would help the Trust to accommodate their needs during the interview process.

### **6. Unsuccessful Following Interview**

Unsuccessful candidates will be contacted as soon as possible and feedback will be provided if required.

### **7. Successful Following Interview**

The successful candidate will usually be contacted by telephone and verbally offered the position.

A formal written conditional offer will be sent as soon as possible and this will be subject to two satisfactory references, medical questionnaire and health check, DBS and right to work in the UK checks as applicable.

## 8. References

Please provide the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise.

## 9. Proof of right to work in the UK

Provisions in s.21 of the Immigration, Asylum and Nationality Act 2006 make it a criminal offence to employ a person knowing that he or she is disqualified from employment because of his or her immigration status.

Sussex Wildlife Trust will not employ an individual unless he/she has a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents showing evidence of his/her right to work in the UK (on an ongoing or restricted basis). The recruiting manager will check the necessary documents during the recruitment process.

In the event that an individual has time-limited permission to live and work in the UK, he/she will be required to provide evidence of his/her renewed right to live and work in the UK at the expiry date of the relevant current permission.

If a successful candidate is unable to provide evidence of his/her right to work in the UK, the Trust will withdraw the job offer.

If it becomes evident to the Trust during the course of an employee's employment that he/she does not have the right to work in the UK, the Trust 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.

## 10. Data Protection

All of the information collected as part of the application process is necessary and relevant to the performance of the job applied for. The Trust will use the information provided by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of performance of contract, legal obligation and legitimate interest basis to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on the vacancy section of our website.