

## Guidance Notes for Applicants

### ❖ **Disability**

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or practical assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

### ❖ **Entitlement to work in the UK**

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Please note that Citizens Advice Wigan Borough does not hold a sponsor licence and therefore, cannot issue certificates of sponsorship under the points-based system.

### ❖ **Diversity Monitoring**

We value diversity and promote equality. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Monitoring our recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we need to know about the diversity profile of people who apply for posts.

This information is given in confidence for monitoring purposes only and is not seen by anyone responsible for making recruitment decisions. However, if you would prefer not to answer any of the questions we ask, please leave them blank.

## ❖ **Applying**

Please send your CV **along with the Applicant Details Form** and the **Diversity Monitoring Form**. The Applicant Details form requests details of 2 referees, one of which should be your current or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.

**References will only be taken up for successful candidates following the interview.**

If you wish, you may also include a covering letter to demonstrate how you meet the criteria set out in the person specification section - '**Criteria Assessed via CV**'.

## ❖ **Shortlisting outcomes**

If you are shortlisted for interview, you may be asked to complete 1-2 practical exercises beforehand. These will be completed remotely.

The interview itself may be held either remotely or in our office in Leigh. You will be advised of the details if you are selected for an interview. During the interview, you will be asked questions based on the person specification section '**Criteria Assessed via full interview**'.

## ❖ **Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 12 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is Lisa Kidston, Chief Officer.

## ❖ **Criminal convictions**

Anyone who applies to work within Citizens Advice Wigan Borough will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for us – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place. All other convictions will be considered on an individual basis.

Disclosure Barring Service (DBS) checks are only made where proportionate and relevant to the post concerned. If the post for which you are applying for requires a DBS check, this will be noted in the application pack.

We encourage all applicants called for an interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate cover to the Chief Officer of CAWB and marked as private and confidential. This information will only be seen by those who need to see it as part of the recruitment process.

**March 2024**