

Applicant Guidance

We want to ensure that every stage of our recruitment process is fair and reasonable and so we have produced these guidelines to assist you with the application process.

All advertised posts are based on role profiles, which describe the key qualifications, skills, knowledge and experience required for the post. If you think you meet our requirements, we encourage you to apply. Shortlisting will be based on requirements listed in the person specification section.

Application Form

We consider all applications on the basis of the information you supply on the Application Form and do not accept CV's. Please read the role profile carefully and indicate clearly how you meet the requirements for the post.

Please complete the form in black ink or type and ensure that you return it to us in good time.

References

It is essential that you provide full referee details from your most recent employer/volunteer opportunity. References cannot be accepted from friends or family. If you have just left college or university, references can be provided by your tutors.

Please ensure that the contact details are accurate and up to date otherwise the selection process will be delayed.

Our commitment to equality & diversity

Phoenix Futures is committed to providing equality of opportunity by ensuring that its employment policy and processes reflect best practice. It is important that you complete and return the monitoring form. Please note that the information provided does not form any part of the selection process. It is used to assist us in monitoring our Recruitment &

Selection procedures and to ensure we are fair and reasonable with regard to employment legislation.

Disabled Applicants

If you have a disability and you are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all other criteria, you will be shortlisted and we will explore whether reasonable adjustments could be made to assist you in meeting the job requirements. Additionally, if you require assistance in attending the interview, we will be happy to make the necessary practical adjustments.

Shortlisting

If you are shortlisted for an interview, our local Manager will contact you with the appropriate details. We do not have the resources to contact unsuccessful candidates so if you do not hear from us within three weeks of the closing date, regrettably, you should assume that you have not been successful on this occasion.

Offers of appointment

All offers of appointment are subject to:

- Eligibility to work in the UK You will be asked to produce documentation that confirms you have a right to work in the UK
- Satisfactory references.
- Evidence of qualifications You will be asked to produce documentation of any formal qualifications you have outlined in your application
- Criminal Records check as we work with vulnerable clients, we request Disclosures for all posts from either Disclosure Scotland or from the Disclosure Bureau. We will only request a Disclosure for the successful candidate. Please see our statement below on recruitment of ex-offenders.

- Successful Probation Confirmation of an appointment will be subject to satisfactory completion of a 6-month probationary period.

Data Protection Act 1998

The information that you provide will be kept for monitoring purposes. Once our recruitment process is complete, the data will be sorted for a maximum of 6 months and then destroyed. If you are appointed to the post, relevant information from this application will be used as part of your personnel records.

Recruitment of Ex-Offenders

We are committed to equality of opportunity for all job applicants and aim to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. We will therefore consider ex-offenders for employment on their individual merits.

Many of our posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, so we will require applicants to disclose all convictions, whether spent or unspent.

Even in these circumstances, however, we will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which they have applied.

Any offer of employment will be subject to checks with the Disclosure Bureau or the Scottish Criminal Record Office through an enhanced disclosure.

We are 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 1998. 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.

How to Apply

To apply for a position please register on our 'Vacancies' page, click the position you wish to apply for and follow the on-screen prompts. Please read the relevant documents (role profile etc) attached to the vacancy you wish to apply for.

