

APPLICANT GUIDANCE (Employed)

Selection process

The Rendezvous is committed to the safeguarding of children and young people and follows safer recruitment guidelines to ensure that we appoint the right people whether or on a paid or voluntary basis.

Recruitment process:

- **Applications** – may be sent electronically or by post or by hand. Contact office@therendezvous.org.uk or the centre administrator if there are problems with this
- **Shortlisting** – will be undertaken by a panel of at least two using the person specification as the benchmark. Applicants not selected for shortlisting will be notified after shortlisting has taken place– this may be by email. No applicant will be shortlisted if the application form is incomplete or reference consent forms are not provided.
- **Interviews** - Each applicant invited to attend an interview which will involve
 - Meeting our administrator for the relevant checks and to sign any application forms submitted by email. You will need to provide evidence of identify, right to work and qualifications). This may be before or after the interview itself.
 - Interview with the panel (a minimum of two people) and go through a set of standard interview questions, with opportunities to ask questions at the end (30-45 mins).
 - a short tour of the centre and meet staff if available (15mins)
- **Unsuccessful applicants** will be notified within 2 working days of the interview taking place. All personal data and general information associated with your application will be held for two years
- **Successful applicants** will be notified of their appointment subject to satisfactory vetting procedures.
- Please note that any self-disclosure made will be assessed in line with our guidance on assessing risk.

References

References are an important part of our safer recruitment process and all offers of employment are subject to receipt of satisfactory references and vetting procedures.

To enable us to complete the reference process please:

1. Provide us with two references, one of whom should be from your last employer. If this is not possible then please provide us with a character witness (not be a family member or friend). At least one reference should related to your work with children or young people.
2. Sign and return the reference consent form

Please note that references may be sought in advance of interview – please indicate on the application form where references may not be obtained in advance of the interview.

Self-disclosure

Self-disclosure forms give candidates the opportunity to tell us confidentially about any unspent criminal convictions, child protection investigations or disciplinary procedures they have on their record. All applicants invited to interview will be asked to disclose any unprotected spent convictions and cautions which are not designated as 'protected' under the Rehabilitation of Offenders Act 1974.

Applicants invited for interview should complete self-disclosure forms before interview and bring them in a separate, sealed envelope marked 'Confidential'.

The self-disclosure forms of candidates who have accepted a conditional offer will be opened and reviewed as part of our vetting checks. All unopened self-disclosure forms will be securely disposed of. The self-disclosure form is in addition to a criminal records check.

Giving of false information

Providing false information during any part of the recruitment process may be classed as a misrepresentation of the facts and could result in:

- The application being rejected
- Summary dismissal (without notice) if the applicant has been appointed and the omission is serious, undermining the employer's trust and confidence in the employee
- Termination of volunteering
- Possible referral to the police if the misrepresentation relates to a significant risk to children and/or vulnerable groups.