

# Apply to join our team

## Guidance to applicants

Issue Date: December 2018



On our website you will have found and read all the information you need to help you decide to apply for a position with us. There are various forms that you will need in order to apply and, as a checklist you should be able to download any of the documents that are likely to include:

- Job Description and Person Specification
- Equal Opportunities Monitoring form
- Recruitment of ex-offenders policy
- Declaration of criminal convictions form

Please take the time to read all these documents including any advertisements and web content relevant to the role. You would not want to miss the deadline by which to apply and who/where to send your application.

### **Job Description & Person Specification**

You will need to read this document before writing your supporting statement. This describes the skills, experience and qualifications we're looking for, the team that you're applying to work with along with details of the job's responsibilities and accountabilities.

You may also find it useful to read more about [London Youth's Vision and Mission](#). This information will help you gain a sense of who we are and what we are about.

### **Your Application**

We are asking that you submit a chronological C.V. together with a supporting statement outlining your suitability for the role and demonstrating how you meet the criteria for the role. We want to know how your experience, skills and qualifications meet the needs of the role. This important statement is your opportunity to demonstrate your suitability for our team and you should ensure that you address the criteria outlined in the person specification when writing your statement.

### **References**

Please provide details of two referees. One of these should be your present or most recent employer. Neither referee should be a relative or purely personal friend. Although we will not take references without your permission before interview, applicants should be aware that London Youth reserves the right to carry out a range of checks in respect of your application which may include contacting any or all former employers and/or education/training providers.

### **Recruitment of ex-offenders policy**

This policy sets out our approach to the recruitment of ex-offenders and should be read before completing the declaration of criminal convictions form.

### **Completion of the declaration of criminal convictions form**

Please complete this form, which can be returned under separate cover with your application, but this will be detached from your application at the point of receipt and will not form any part of

the recruitment shortlisting process. The shortlisting and interviewing panels will not see this form.

## Disclosure and Barring Service

As an organisation working with children and young people, we do require all employees and volunteers to undertake a DBS disclosure at an appropriate level for their role. You will be asked to complete a DBS application form and provide the required ID during the recruitment process if you are shortlisted for interview. Any information given to, or received by, London Youth will be dealt with under controlled access and limited to those who are entitled to see it as part of their duties in compliance with the Disclosure and Barring Service Code of Practice.

If you are not successful in your application, all documentation collected for a DBS disclosure will be destroyed immediately (this means that we will need to collect the same information if you later apply for another role within London Youth).

If you are appointed to a position at London Youth, we will submit your DBS application for checking. The resulting disclosure will be sent to you as the applicant and London Youth requires that you produce this copy to management and confirm whether the information contained is accurate.

## Equal Opportunities Monitoring form

Please complete this form as this assists with our analysis. The shortlisting panel will not see this form which is for monitoring purposes only and to help us develop recruitment strategies to reach as wide a pool of candidates as possible.

## Returning Your Application

Please refer to the recruitment advertisement/our website for details of how, when and to where your completed application should be submitted.

## Data Protection

To enable us to receive and assess your application for employment with London Youth, we have asked you to provide a range of personal data. We do not intend to use your data for any purpose other than to assess your application at each stage of the recruitment process in order to shortlist applicants, conduct selection testing and interviews. Personal data provided during the recruitment process will be retained electronically on our systems or in paper form in recruitment packs; all data provided will be stored securely. We are not planning to transfer your data outside the European Union. London Youth's [Privacy Statement](#) gives you information about how London Youth handles all data. By completing and returning this form, you are consenting to us processing and retaining your personal data for recruitment purposes.

## Alternative Formats

If you require any documents related to the application process in an alternative format, please contact the recruitment administrator to enable them to assist you.