

December 2022

Dear Candidate,

Thank you for your interest in working for ECHO. I enclose the job description and person specification. You will find additional information about ECHO and our work on our website www.echoherefordshire.org.uk

All applicants are asked to complete our application form (except where a different format has been agreed in respect of disabled applicants). Applicants may include extra sheets if they need additional space, for example, to cover their training, employment history, or the skills and experience they have. CVs will not be considered as an alternative to completing the application form, and any CVs provided in this way will be disregarded.

The job description and person specification will form the basis for selection for interview. Please read the enclosed guidance on how to apply and make sure that you address the requirements of the post in your application.

The closing date for applications is **Thursday 19th January by 9.00am**. If you are invited to interview you will be contacted by 25th January. Interviews will be held at the end of January in Leominster.

I hope, having read the enclosed information, you are still interested in the post and look forward to receiving your application.

Yours sincerely,



Mike Cook
Chief Officer

ECHO (for extra choices in Herefordshire) is a registered charity 1096449

DISCLOSURE AND BARRING SERVICE (DBS) AND OTHER CHECKS

The successful applicant will be subject to a check of criminal and other records. The provisions of the 1996 Asylum and Immigration Act require employers to check that potential employees are eligible for employment in the UK. The 1997 Police Act allows employers to obtain criminal records information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. This information is obtained from the Disclosure and Barring Service, an executive agency of the Home Office who provide a range of official data sources for recruitment purposes.

ECHO is registered with the Disclosure and Barring Service and have to comply with their strict requirements for ensuring that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Please note that previous criminal convictions are not an automatic bar to employment. You are therefore encouraged to disclose details of any previous criminal convictions on your application form.

If you are being considered for the post you have applied for, we will:

- Ask you to produce documentation which confirms your identity and current address.
- Ask you to complete a Disclosure and Barring Service application form, which we will countersign to confirm proof of identity and forward to the DBS. (ECHO will meet the cost of the disclosure fee.)
- Consult you if information is disclosed to us by the DBS, which might lead us to consider you unsuitable for the post you have applied for.

If you have any questions or concerns about any of the above points, please raise these at your interview.

ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE LTD

APPLICATION GUIDANCE AND THE RECRUITMENT PROCESS

1. THE APPLICATION FORM

The application form plays a key part in deciding whether or not you are invited to interview therefore it is important that it is completed as fully and as accurately as possible. The shortlisting panel will decide on who to interview solely on the basis of the information provided in the application form measured against the person specification. The Shortlisting panel will not see the front page of your application form which contains your name and address.

Remember:

- Please use black ink or type. The application form is available electronically.
- Complete all parts of the application form. If you think some parts do not apply, write N/A (not applicable) in the spaces provided.
- Make sure the information you provide is clear, precise and easily understood and appropriate to the job you are applying for.

Do:

- ✓ Use extra sheets if you need to as a means of providing additional information.
- ✓ Return your application by the due date. Applications received after the closing date will not normally be considered.

Do not:

- ✗ Refer us to your current job description.
- ✗ Say “I can do the job and will give details at interview”. You need to show on the application form precisely what you have done and when you did it.
- ✗ Leave out any relevant information on skills, knowledge or experience – for example, voluntary work or unpaid work.
- ✗ Worry if you have gained your qualifications overseas. If relevant, they will be taken into account.
- ✗ Submit a CV. Applications will only be considered if submitted on the application form provided (or in respect of disabled applicants, another agreed format).

Making a case to be shortlisted:

The Section 'Additional Information and reasons for applying for this post' is where you set out why you think you should be shortlisted for the post.

Look at the job description and then look carefully at the person specification. Do your own qualifications, experience, knowledge, skills and personal competences correspond to those required to fulfil the post? It is not enough just to say that you are able to do the job, we need evidence from you that you are able to meet the job requirements of the person specification.

Give examples, where possible, of how you have used your skills and experience. If you have no directly related work experience you might consider any voluntary or community work you may have been involved with.

2. SHORTLISTING AND INTERVIEWS

All application forms received on time are considered by a shortlisting panel. Only those candidates who have demonstrated that they meet the job requirements in accordance with the person specification will be shortlisted for interviews.

If you are shortlisted, you will be invited to attend an interview. For some posts, particularly where they are of a specialist nature or where a large number of applications are anticipated, applicants may be asked to undertake written exercises or tests or to prepare a submission for presentation as part of the interview process. If this is the case, you will be informed of these in the letter inviting you for interview.

The formal interview will be in two parts; one with members of ECHO's management team and the other with a participants panel who all have disabilities. Each interview will score equally towards the final decision.

We hope that you find our recruitment process open, clear and easy to understand and that you submit a completed application.