**About Our Value Based Recruitment Process**

**The Person Specification**

Our application process is based entirely on the person specification which is contained in the information about the particular post you are interested in. It is therefore very important that you read this document to see how you feel you meet the requirements we feel are needed to enable someone to meet the job profile.

**The Application Form**

The form has been designed to be as easy to complete as possible. Therefore please ensure you read all the instructions and provide all the information requested. If you are hand writing the form, please do so in black ink and write as clearly as possible.

Do not include a CV as these will not be considered as part of the process.

**Shortlisting**

When shortlisting, we will go through the specification and look at all the criteria listed as being identified in the application form to see whether you can show you meet them. It is therefore useful to give as much information as you can within the space allocated. For example, if the spec says 'Experience of preparing accounts' please do not just say something like 'I can prepare accounts' but rather 'I have experience of preparing accounts having been responsible for preparing the books for ABC Community Association for 3 years. This work included preparing the budgets, undertaking all the bookkeeping, producing regular reports of our income and expenses against the budget for the management committee, liaison with the Auditor and presenting the audited accounts to the committee'.

In your supporting statement, you should provide information about how you meet each criterion listed in the person specification. Many people use the criteria as headings and provide a short paragraph about each one.

**Interview**

The interview is geared to find out how each candidate meets the person specification. For some posts, we may ask candidates to give a presentation or to undertake an active task at the interview, or there may be a short test or some pre-interview work. If this is the case we will tell you about this when we invite you to interview.

**References**

We reserve the right to take up references. Any offer of employment is subject to our receiving satisfactory references.

**Unpaid Work**

Please remember that unpaid work experience can be as important as paid work experience. For that reason, we include a specific section for this.

**Eligibility to Work in the UK**

English law requires that all employers check that everyone they employ is legally eligible to work in the UK. As an equal opportunities employer, DIAL Barnsley will therefore require all successful candidates to provide this proof before starting work. The Home Office has provided a detailed list of what documents provide the proof. If you would like to discuss this further please do contact us.

