

## Guidance For Applicants

Thank you for your interest in our job vacancies at Radius.

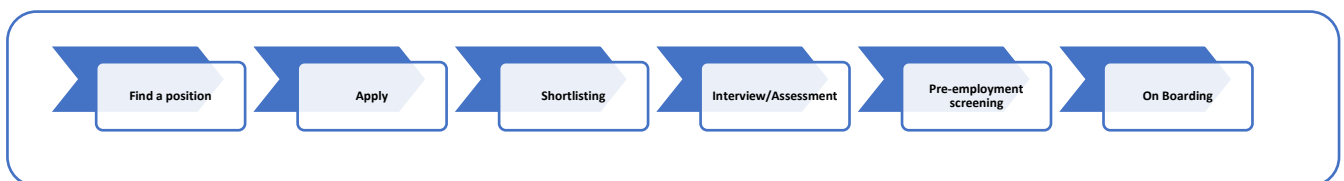
We have outlined some information below which we hope will help you with your application. However, if you need to contact us directly in relation to the recruitment process, the HR team can be reached via:

0330 123 0888

or

[recruitment@radiushousing.org](mailto:recruitment@radiushousing.org)

## The Recruitment Process



## Completing your application

Before completing your application, carefully consider the job description and personnel specification for the post that interests you. These documents tell you about the job and what you will need to do to perform effectively in the role.

You will find details on the personnel specification of those criteria that may be used for shortlisting from your application form. Please ensure that you complete all sections of your application form that are required so that your application can be given full consideration.

For each post there is a confirmed closing date. Applications submitted after the closing date will not be forwarded to the shortlisting panel.

Our application process is set up, in the main, for online applications. However, should you require the application in an alternative format, such as hard copy, please contact the HR team.

## Shortlisting

Shortlisting is an evidence based process and so the onus is on you, as the applicant, to provide full information relating to the selection criteria for the role. If you do not, the shortlisting panel may have insufficient information on which to shortlist you for interview based on the personnel specification for the role.

Pay close attention to the essential criteria outlined in the personnel specification. You must demonstrate how you meet all the essential criteria to be shortlisted.

Criteria may be enhanced, or desirable criteria may be relied upon, in order to facilitate the shortlisting process.

Shortlisting decisions are based only on the information provided in the criteria boxes in your application.

Please note word count limits on the application form.

You may want to draft your answers in a Word document first of all, and then, when you're happy with the contents, copy and paste from that draft document into the application form.

It will assist your application if you consider the following:

- Be specific e.g. if the post requires five GCSE's grade A-C please ensure you provide details of each qualification with each grade achieved.
- If asked to demonstrate or provide details of a certain extent of experience within a timeframe, provide information not only about the type of experience, but also its breadth/depth and be specific about your personal experience or contribution.
- Try not to use acronyms or technical information that may not be understood by the reader.
- If you are asked to provide knowledge/understanding of a criterion please provide information to explain how it was obtained e.g. course/qualification/particular type of practical experience. You should also explain how you have applied this knowledge or understanding.
- Ensure you provide evidence to cover the full definition of each criterion, not just part of it.
- The examples you give should be from your personal experience, accurate and truthful.

Please note: It is critical that the information you provide is accurate and honest. Any false or misleading information, if proven later, could result in your application not being progressed, or if appointed, could ultimately lead to your dismissal from the service of the Association.

### **The Interview/Selection Process**

Only those meeting the shortlisting criteria will be invited to the next stage of the selection process.

For some roles the selection process may also include a selection test, or a presentation, which may be a seen or unseen presentation. If this is the case the recruitment team will let you know this once you are shortlisted. On occasion we may hold interviews via video conferencing.

If you have a disability and would wish to request a reasonable adjustment to be made in the selection process in view of your disability, please contact a member of the HR team to discuss this. Please endeavour to do so as soon as you can on receipt of your invitation to the selection process.

Radius uses competency-based interviews and assessments for this part of our selection process in accordance with our competency-based framework. Our competency model is based on the following key competencies:

**Setting Direction:** Change and continuous improvement  
Leading and communicating

**Delivering Results:** Managing Performance  
Customer Focus

**Engaging People:** Working With Others  
Valuing Equality and Diversity

If you are selected for interview or assessment, we would advise that you use the competency framework, job description and person specification to help you prepare. You may also find useful information about the work that we do on the Association's website.

We aim to let candidates know the outcome from their interview within a week of the interview date.

### **Pre-employment screening**

If you are made an offer of employment, this will be conditional on a range of pre-employment screening.

As a part of this process the referees whose details you provided on your application form will be contacted for their references. Please ensure that you have received consent from the referees to provide their information before you complete your application form. Please also advise your referees of the Association's contact details in the event that a referee may wish to contact us concerning their own personal data that you have supplied to us.

You will be required to provide one current or most recent employment reference and either a further employment reference or character reference.

You will also be required to provide:

- Original copies of the qualifications provided in your application form that are required for the role, as outlined on the personnel specification
- Identification for "right to work" status e.g. driver's licence or passport, visa details. There are a range of documents that may be suitable for this purpose

and the HR team will be able to advise you further if you are the selected candidate..

You may also be required to provide the following (if the position requires it);

- NISCC registration details
- Professional body membership detail
- Information to support an Access NI check.  
Depending on the nature of the role an Enhanced/Standard/Basic Access NI check may be required prior to your appointment to the role. Only the successful candidate will be required to complete an On-line Access NI Disclosure. It should be noted that having a criminal record will not necessarily debar an applicant from employment. Each individual case is considered on its merits taking all relevant factors into account.

We would ask that if you do not have necessary original documents that you order them as soon as possible as we cannot confirm appointments or start dates until all the necessary documentation is in place.

### **Equality of Opportunity**

Radius Housing Association is an equal opportunities employer.

The equality monitoring information that you will provide as part of your application is not presented to the selection panel at any time. This information is only used as part of the legal requirements upon the Association to monitor applications for employment in order to measure the effectiveness of our Equal Opportunities policies and to comply with our various legal obligations. The information is retained in line with our Data Protection and Data Management policies, a copy of which you can access via the HR department.

### **Data Retention**

As part of the recruitment process we are required to collect and process the personal data that you will supply to us through this process. You can find further information about this on our Job Applicant Privacy Notice, which is accessible via each individual vacancy details.

**We hope that this information has been helpful to you and we look forward to receiving your application.**