



## Staff Recruitment

### Information & Guidance for Job Applicants

#### Application Form

Please ensure that all sections of the application form are completed in full by either typing or writing in black ink. Please note that although we may have accepted your CV initially, an application form must be completed prior to interview.

Please ensure you refer to the details on the Role Profile and in particular the personal attributes requirements when completing the 'suitability for the role' section of the application form. This section of the application form is very important as it gives you the opportunity to make your case for the job you are applying for. (You may wish to refer to the document 'A Guide to Personal Attributes available on our website)

#### Recruitment and Selection Policy

Our policy is to ensure that the Recruitment and Selection process is as objective as possible. All applicants are assessed against the same criteria and every effort is made to give them an equal opportunity. Staff will be selected on the merits of their application qualifications, skills and experience.

#### Equality & Diversity Policy Statement

Quest is committed to Equality & Diversity in every aspect of our business. We recognise the valuable and enriching contribution which people with a range of experiences can bring to the life and development of the company.

#### Data Protection

Quest treats all of its legal and compliance obligations with the utmost importance and it is Quest's policy to comply with applicable Data Protection and Privacy laws and regulations. Quest understands the importance of safeguarding the confidentiality, security and integrity of the personal information submitted to us. Quest uses only Personal information (including sensitive information) needed, for the purpose of processing your application for employment.

For further information on our commitment to the secure and responsible handling of information, please refer to our Careers at Quest – Privacy Notice available on our website: <http://www.quest-vocational-training.co.uk/information/careers/>

By completing Quest's application form, you are agreeing to your information being held and used as described above.

#### Disclosure of Criminal Convictions

In addition to the Rehabilitation of Offenders Declaration on the application form, we will require newly appointed staff to undergo a Criminal Records check/DBS as appropriate to the role.

#### Safeguarding Policy Statement

Quest has adopted a whole organisational approach to Safeguarding and is committed to fulfilling its responsibilities and promoting the welfare of all learners, and ensuring that we have a culture of vigilance that minimises any risks to learners.

Quest believes that it is unacceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all learners by commitment to practice that protects them.

#### Confirming your identity, evidence of eligibility to work in the UK and qualifications

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, if you are appointed to a position you will be required to produce evidence of your eligibility to work in the UK. In addition to this, we will need to see original qualification certificates (where applicable) and proof of your identity, membership to professional bodies.

#### What next?

##### Stage 1: Application

You may submit an application form in respect of a current vacancy or submit a speculative application.

If you have sent a speculative application, we will hold your details on file for a maximum of 6 months until a suitable vacancy arises. Your application will then form part of our short-listing process.

##### Stage 2: Contacted

Successful applicants will be short-listed and contacted as soon as possible. Due to the high number of applications received, regrettably we cannot reply to every applicant. If you have not heard from us within 14 days we will not be taking your application any further.

##### Stage 3: Interview

Getting the right person is extremely important to us. As part of your interview, you may be asked to carry out a presentation/task and complete an assessment. Details will be provided in your invitation letter/email to attend an interview.

##### Stage 4: Confirmation

Confirmation letters/emails will follow for both successful and unsuccessful interviewees.

*Thank you for the interest you have shown in working for Quest.*