

Applying for a Job with Us

Thank you for your interest in this post, we're delighted that you want to join our team! We hope you will find this information helpful to submit your application.

How our recruitment process works

Please apply for the post via North East Jobs before the closing date.

All decisions are made by the recruitment and selection panel. This will include the recruiting manager and at least one another person. The selection panel will assess your application against the criteria set out in the person specification only.

Shortlisting stage – The panel will review all the applications submitted via North East Jobs and will decide if your application meets the criteria to be invited for interview. The panel will not see the Equalities Monitoring information collected.

If you are not successful at this stage, you will receive a message from North East Jobs.

Interview/Assessment Stage – Shortlisted candidates will be invited to a face-to-face interview with the selection panel. Each candidate invited for interview will be asked the same set of questions. Your answers will be scored against the criteria.

You may also be asked to complete a work-based test or give a presentation. Your invite to interview will set out the details. Your answers will also be scored against the criteria.

The panel will let you know when they expect to make a decision and how they will let you know the outcome. Make sure they have your correct contact details.

How to demonstrate that you meet the job requirements

All our roles have a job description and person specification. The person specification details the qualifications, experience, knowledge, and skills required to carry out the role competently. It also specifies how each criteria will be assessed – eg. application form or interview.

Please provide examples of situations when you have shown that you have the skills or experience we're looking for. You can use examples from work, hobbies, education, training or volunteering.

When submitting your online application, remember you only need to focus on the criteria that are listed as being assessed on the application form. You can use subheadings for each criteria – this makes it easier for the panel to assess and should help you make sure that you've covered everything.

We want to know how **you** can meet the requirements of the job. We know you may be tempted to get some help from AI tools but we strongly encourage you to compose your application personally. AI-generated content can lack the specific examples and personal insights that help us understand how you can meet our requirements.

If you choose to use AI tools, please declare this when prompted,

Reasonable Adjustments

We are committed to making our application process accessible to everyone and we are happy to be flexible with our selection/interview process.

For example, we can extend the time for a task or an interview, we can provide a quiet space in advance of your interview slot or can hold an interview remotely via Microsoft Teams.

If you need reasonable adjustments at any stage of the process, please contact people.support@togetherforchildren.org.uk so we can support you.

Criminal record

If the post you are applying for requires an enhanced DBS check (as stated on the job advert and job description), you will be asked to complete the 'criminal convictions/cautions' section of the application form.

Should you be successful at interview, the information you provide here will be cross checked against your DBS certification. Please be advised that failure to disclose such information may lead to your disqualification from appointment. If already appointed, you will be subject to a disciplinary investigation and liable to dismissal without further notice.

Data protection

The information you provide on the application form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record.

If you are not appointed, it will be destroyed after 8 months, except in the event of a dispute.

Personal information that you provide in the 'Equalities Monitoring' section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

Complaints about the recruitment process

If you feel you have been treated unfairly or are unhappy with any part of the recruitment process, we want to know about it!

You can make a complaint by contacting people.advice@togetherforchildren.org.uk and setting out the details of your concerns or complaint.