

INFORMATION FOR JOB APPLICANTS

Completing Your Covering Letter and CV

You are asked to read the application pack carefully, study the job description and pay particular attention to the personnel specification, as you will need to demonstrate clearly how you meet its requirements to be shortlisted for interview. Please ensure your personal details are only on the first page of your CV as this will not be seen by the shortlisting panel, and neither will the equality monitoring form, if you chose to complete this.

If you are applying to work on a job share basis, please ensure this information is contained within your covering letter. Please provide the correct contact details both for yourself and for your referees on your CV. Once complete email us at recruitment@val.org.uk within the deadline advertised. Should you need to submit your application in some other format because of a disability, please telephone us to discuss this.

Due to the high cost involved, we regret that we cannot acknowledge receipt of CVs unless emailed. If you do not hear from us within a few days of the published interview date, please assume you have not been shortlisted on this occasion. It is our policy not to give feedback to applicants who have not been shortlisted for interview. If however, you are shortlisted for interview and are not offered the post, we will be happy to provide feedback at this stage.

Equality and Diversity

Voluntary Action Leeds is fully committed to equality of opportunity both in employment and in service provision. All staff are expected to comply with our Equality and Diversity Policy, and it is a condition of employment that staff sign a declaration of agreement with this principle.

The Rehabilitation of Offenders Act 1974

Convictions which *cannot* become spent are:

- Life imprisonment
- Imprisonment for over 4 years
- Detention during Her Majesty's pleasure
- Sentence of preventative detention
- Sentence of custody for life

- Public protection sentences

Convictions which *can* be classed as spent after a certain amount of time, and which you do not have to reveal thereafter are:

Sentence	Rehabilitation Period	
	18 or over	under 18
Prison – 6 months or less	2 years	18 months
Prison – over 6 months, and up to and including 30 months	4 years	2 years
Prison – over 30 months and up to and including 48 months	7 years	3 ½ years
Community Order or Youth Rehabilitation Order	1 year	6 months
Fines	1 year	6 months
Conditional caution and youth conditional caution	3 months	3 months

A conviction may not necessarily disbar you from consideration for the post.

Immigration, Asylum and Nationality Act 2006

All prospective employees will be asked to prove that they have the right to work legally in the UK by producing documents from the prescribed Home Office lists (either one item from List 1, or two items from the “either/or” categories in List 2). These are summarised as follows:

List 1 - VAL must check and keep a photocopy of ONE of these:
UK or EEA passport, residence permit, EEA national identity card

List 2 - if none of the above is available, VAL must check and keep a photocopy of TWO of these):

Either: an official document showing the individual’s name and National Insurance number (eg P45 or P60 AND another document such as a full UK birth certificate or an Immigration Status document or letter issued by the Home Office)

Or: a work permit AND another document such as a letter from the Home Office showing that the individual can stay and work in the UK.

The full lists of acceptable documents can be found on the website of the Home Office Immigration and Nationality Directorate at www.ind.homeoffice.gov.uk

Shortlisting Procedure

Following the closing date, a selection panel will meet to shortlist candidates for interview. Selection for interview is made purely based on the information on CVs, measured against the requirements of the Personal Specification. Shortlisted candidates will be contacted and invited to interview; if you are required to prepare a presentation as part of your interview, or if the interview includes any other practical exercises, you will be given information about this at the same time. Please let us know as soon as possible whether or not you will be able to attend for interview, and whether you need us to make any reasonable adjustments to enable you to attend.

Interview Procedure

We recognise that interviews can be stressful for any candidate and will endeavour to help you feel at ease. Depending on the post, you may be interviewed by between two and four people, and the panel will generally be composed of staff and/or trustees of Voluntary Action Leeds. Most interviews last for approximately an hour, and the format of the interview will be clearly explained to you at the beginning. We aim to make the interview experience the same for each candidate, and set questions are used; the only deviation from this is usually if the panel wishes to query some aspect of an individual application. Following the interviews, we will try to contact each candidate either by telephone or by letter as quickly as possible.

Conditions of Service

The following is a summary of the basic terms and conditions of service which apply to full-time posts with Voluntary Action Leeds (for part-time posts, pro rata arrangements apply):

Probationary Period: all posts with Voluntary Action Leeds are subject to satisfactory completion of a probationary period.

Holidays: basic entitlement is 28 days per year plus all Bank Holidays, with 1 additional day being granted for each completed year of service up to a

maximum of 5 additional days. The leave year runs from 1st April to 31st March, and holidays are calculated on a pro rata basis depending on starting date and are accrued from the day of joining.

Hours: the total hours for each post will be as advertised, but an optional flexitime system operates for most posts, subject to agreement with line managers. Time worked outside of the defined hours may be redeemed by taking time off in lieu, but no paid overtime is available. The various requirements of the Flexitime and Lieu systems are laid out in writing.

Supervision: staff are expected to participate in regular supervision meetings with their line managers.

Sick Pay/Leave: paid sick leave is available on an accrued basis and the reporting procedure is followed. Information on this will be provided on joining the organisation.

Pensions: staff are opted into our pension scheme on the first day of employment. You do have the choice to opt out.

Trades Union: The recognised union at Voluntary Action Leeds is Unite.

Public Service: any employee of Voluntary Action Leeds has a responsibility to inform their line manager at the start of their employment if they have any Public Service commitments which may require time off from their work at VAL; this is to facilitate the negotiation of reasonable time off. Such commitments include being a Justice of the Peace, a member of a local authority or a statutory tribunal, a member of a police and crime commission, a member of a relevant professional or health body or a prison visitor.

Other Information: Voluntary Action Leeds has a full range of policies and procedures covering every aspect of employment; all of these will be provided for new staff as part of their induction process.