



Guidance Notes for Applicants

The following information is intended to help you complete your application form and to explain the process we will use to select the most suitable person for the post.

1. Completing the application form

Please complete the application form in either black ink or typescript and complete each section as fully as possible. Please remember that the selection panel will only consider the information that is in your application form. When completing the supporting statement, please make sure that you address the points listed in the personal specification. It is not sufficient to repeat the criteria listed – you need to show how you met each of the requirements (for example, describe a situation where you have used one of the required skills). It is important that you are explicit about your experience and skills because as an equal opportunities employer we are unable to make assumptions. Please use a maximum of two sides of A4 for your supporting statement.

2. Monitoring form

We need to make sure that we adhere to our equal opportunities policy and so we need to monitor our recruitment process. Candidates are asked to complete this section, but this is removed from the application form before short-listing takes place and therefore will not be considered as part of the selection process. If you prefer not to fill out any section(s) of the form, please leave these blank.

3. Health

We need to ask you about your health to find out about your level of sickness and whether you have a disability. If we need to find out more information, we may need to ask for a medical report from your GP.

4. Equality/diversity

We welcome applications from people with disabilities. Please let us know if you require any changes to be made to the selection process to help you complete your application or attend your interview if you are shortlisted. Similarly, if we appoint a person with a disability we will endeavour to make all the necessary changes to help them in their new role.

If you require the application pack in a different format, please let us know and we will try our best to meet your needs.



5. Returning the application form

Please make sure that the application form is fully completed and return it to our Manager, Farah Hussain, by email: farah@quetzal.org.uk .

We would be grateful if you could return only one copy of the application form, either by email or post, but not both. If you would like confirmation of receipt of your application form we can provide this via email. Please make sure that the application is received by Monday 2nd October 2017 by 5pm. Any late applications will not be considered.

6. Short-listing

The selection panel is comprised of at least three people and they will consider your application form objectively. They will assess whether you have addressed the criteria in the person specification and whether you have provided sufficient evidence. Where there is a high volume of applications, the selection panel will short-list candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application form, so be explicit about how you meet the criteria.

7. Interview

If you are successful at the short-listing stage, we will invite you to attend an interview. There will be at least three people on the panel and they will ask you a set of structured questions lasting around 45 minutes to an hour.

8. Other selection methods

Depending on the post, we may use other selection methods in addition to the interview. These are often very specific to the post and are likely to involve completing a task which would be carried out in that role, such as a written exercise. We may also ask you to make a presentation to the panel.

9. References

We will only request references for candidates who have been successful once a verbal offer has been accepted. The reference details that you give in your application form need to include your present or most recent employer and another work (paid or unpaid) or educational reference. Personal references from friends or family are not sufficient. All offers of employment will be subject to two satisfactory references.



10. Criminal records

Positions at The Quetzal Project are exempt from some provisions of the Rehabilitation of Offenders Act 1974, because they involve working with vulnerable adults or children. The Quetzal Project is entitled to ask for details of all spent and unspent convictions. If you are successful in being appointed to one of these posts, we will ask you to complete a form for the Criminal Records Bureau (CRB) and any offer of employment will be subject to this CRB check. A criminal record will not necessarily prevent you being employed by The Quetzal Project and each case will be considered individually.

11. Eligibility to work in the UK

All interview candidates should show evidence of eligibility to work in the UK, usually in the form of a passport or birth certificate. Offers of employment will be subject to this proof.

Applicants who are not a European Union citizen may need a work permit to work in the UK. If you are appointed we will apply for a work permit on your behalf (where posts are eligible for a work permit). An offer of employment will be subject to a satisfactory work permit in these circumstances.

12. Successful candidates

If you are successful, we will usually telephone you to verbally offer you the post. You will also receive a formal written offer and this will be subject to two satisfactory references, proof of eligibility to work in the UK and a DBS check and work permit where applicable.

13. Unsuccessful candidates

Although we would like to inform all candidates whether they have been successful or not at the short-listing stage, as a charity we are mindful of the costs involved. We will, however, attempt to email all unsuccessful candidates.

14. Feedback

If you would like feedback on your application or interview, you can request this from the selection panel. Please contact us for more information.

15. Data protection

Your application is treated in the strictest confidence. Information collected through the recruitment process is kept on file for six months and is then destroyed. If you are successful, relevant information will be retained on your personnel file.



Equal Opportunities Statement

The Quetzal Project is committed to providing equal access to services, training and employment irrespective of race, disability, age and social status.

The Quetzal Project will take positive action as defined under the Race Relations Act 1976 and the Disability Act 1995.

The Quetzal Project is committed to applying positive action and promoting good work practice in its efforts to eliminate discrimination and create a working environment where clients, volunteers and employees are treated fairly and with respect.

The Equal Opportunities Policy in recruitment of staff will follow agreed procedures and practices. Staff recruitment will be based on job descriptions and personal specifications reflecting the skills, knowledge and experience required to meet the demands and pressures of working in the field of counselling and the varying needs of the clients.