



GUIDANCE NOTES

Completing the application form & the interview process

These notes are to help you complete your application and to inform you about the recruitment process.

Where did you first see this post advertised?

To help us with monitoring how effective our advertising is, we would like to know where you first saw the post advertised, or heard about the post (before visiting the CAT website).

Personal details

Please do not include any of your personal details on the application form, as your application should remain anonymous for shortlisting. Where you are asked to 'authorise' publications, please put 'X' to replace your name.

How you meet the essential & desirable criteria for the post

The information will be used to assess your application to enable the recruitment panel to shortlist candidates for interview. Please complete this fully but succinctly. You should give examples of how you meet each of the criteria in the job description and person specification. Please detail the skills, knowledge, experience and personal qualities and transferable skills gained through work, or unpaid work, that demonstrate you meet the requirements of the job.

It is important that you are explicit in your application about how you meet the stated criteria in the job description and person specification. You are encouraged to provide relevant and explicit examples, (*obtained from the workplace, voluntary or community work, or any other appropriate situation*) so that the panel are able to clearly identify where your knowledge and experience matches the criteria identified, for effectively undertaking the post.

Criminal convictions

CAT has a generic application form which contains a section relating to Criminal Convictions. This section asks:

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974?

Do you have any prosecutions pending against you?

If the answer is YES to either of the above questions, then the individual is required to give details, which should be provided to HR in a sealed envelope marked confidential.

In addition, certain posts, predominantly those posts which include working with **children, vulnerable adults**, as indicated on the job description, are exempt from the Rehabilitation of Offenders Act 1974. **Applicants for such posts are required to declare all criminal convictions, spent or unspent.** If this applies to you, please provide details separately in a sealed envelope to HR marked 'private & confidential for attention of HR Officer only'. A successful candidate for such a position will be asked to apply for a DBS check (Disclosure and Barring Service).

Information provided in a sealed envelope will only be opened if you are shortlisted. If you are unsuccessful at this stage, the envelope will be destroyed unopened, or the unread email deleted.

Convictions become spent after a certain period of time has elapsed from the **date of conviction** (the "rehabilitation period"), depending on the nature of the sentence imposed. For more information, visit the Nacro website www.nacro.org.uk

Personal details

Please complete fully. Where telephone numbers are given, we may use these to contact you for interview. Your personal information is not made available to the interview panel before shortlisting.

References

References will not be taken up until after the interview and only if you have been offered the post. Please check your reference's contact details are correct.

Equality & Diversity monitoring

CAT welcomes participants from all sectors of the community. We are committed to adopting policies and procedures which will ensure that the users of our services and potential users of our services, are treated equally regardless of age, disability, nationality, ethnic or national origin, marital status, social background, sex, sexual orientation and/or belief or religion.

This information is stored confidentially and forms part of our equality and diversity monitoring and will not be used for any other reason. This section is detached from your application form and not made available to the selection panel.

Additional information

If you would like to know more about the position, please call HR on 01654 705955. To keep costs down, we prefer not to return calls to mobile phones.

Submitting your application

Please return your completed application to arrive by 9am on the closing date, unless otherwise specified on the advert and should be in a **pdf document format**.

Return all documentation by email: to vacancy@cat.org.uk, with the post applied for and your name in the subject header or by post to: HR Office, Centre for Alternative Technology, Pantperthog, Machynlleth, SY20 9AZ.

Acknowledgement of applications

Please note that sometimes we have difficulty receiving emails from hotmail or gmail accounts, so wherever possible, use a different email account.

We will normally acknowledge receipt of applications by email within 2 days of receipt. If you have not had an acknowledgement of receipt of the application form, by a couple of days after the closing date, please contact us on 01654 705955 to confirm that the application has been received.

Timescale for recruitment

We will notify all candidates whether they have been shortlisted for interview or not, by email, usually within 2 weeks of the closing date.

Interviews

Interviews usually take place within 2 weeks after the closing date. Candidates will be interviewed by a panel of 2 to 3 staff and interviews usually last for approximately 30 minutes to 1 hour, depending on the position applied for. For some positions, you will be required to undertake a task, or make a presentation and details of this will be given to you when you are invited for interview.

The dress code is smart casual and sturdy footwear is recommended.

Expenses

Regrettably, CAT is unable to pay for any expenses for candidates to attend interviews (unless otherwise stated).

The CAT site

See the main website under 'Visit CAT' for details on how to get to CAT.

The CAT site is located in a former quarry. You can either take the cliff railway to the site (during the summer months), or take the woodland walk up the hill to the main site. This is about a 5-10 minute walk and is quite steep, requiring sturdy footwear.

There is disabled parking available at the top of the South Drive. Please let us know if you require us to make any special arrangements for interview.

Post interview

The successful candidate will normally be notified by phone and this will be followed up by a conditional offer by email/letter. The offer is conditional upon completion of successful pre-employment checks, which include satisfactory references, health screening and DBS check (if applicable).

Unsuccessful candidates will be notified by email after interview.

Thank you for your interest in CAT and for taking the time to complete the application form