



**INFORMATION AND GUIDANCE NOTES
FOR APPLICANTS**

Completed Application Forms must be received
prior to the relevant closing date and time

Thank you for your interest in applying for a position with Evora Hospice.

Should you require any additional information please contact the HR department at hr@evorahospice.org

Prior to completing and submitting the required application we recommend that all applicants familiarise themselves with the information contained in this document.

IMPORTANT NOTE

All communication relating to your application will be sent to you via e-mail. You should continually check your email account for correspondence including your junk mail.

DATA PROTECTION STATEMENT

Under the General Data Protection Regulations (GDPR), it is important you are aware that when you apply for employment with Evora Hospice, we will keep your information safe & secure.

The information that you provide us with, and that obtained from other relevant sources will be used to process your application for employment. The personal information provided will be used confidentially. If you are successful in this recruitment process and take up employment with us, then the information will be used in the administration of your employment e.g., Pension Providers and Occupational Health. We may also use this information if there is a complaint or legal challenge. We may also use or pass to third parties' information to prevent or detect crime.

By signing the application form, you are consenting to the processing of personal data in accordance with the Data Protection Act.

Please refer to our privacy statement at <https://evorahospice.org/privacy-policy>.

Please note all information is held safely and securely with access restricted to designated personnel. Personal information will be confidentially destroyed in line with Evora Hospice's Data Protection Policy.

RECRUITMENT & SELECTION

Evora supports and encourages staff to develop and reach their full potential. All advertised vacancies are open to current employees, bank staff and agency workers.

SELECTION CRITERIA

It is essential that you read the Job Description and Personnel Specification carefully to allow you to demonstrate in your application form how you meet the essential criteria.

Essential Criteria

It is vital that you provide sufficient details, clearly demonstrating by way of example, how and to what extent you meet these requirements. It is up to you to show how a qualification is the equivalent to what has been requested. You must ensure that relevant qualifications, experience, and key skills, both essential and desirable, are clearly detailed by way of example within the application submitted. The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained. Consequently, it is not sufficient to simply list your duties and responsibilities.

Desirable Criteria

Should it be necessary to further shortlist candidates to progress to the next stage of the selection process, desirable shortlisting criteria will be used as specified within the person specification.

It is therefore essential that you provide sufficient details, clearly demonstrating by way of example, how and to what extent you meet these requirements.

Applications

For the recruitment process Evora uses an online system called Hire. Roles are advertised on various platforms such as Evora website, social media and Job boards e.g. Indeed. A link will take you to a full job description with an **Apply Now** option to complete the online application.

Applications must be fully completed, or the system will not allow it to be submitted. CV,s and cover letters can be added in support of a fully completed application. Any mandatory questions must be completed in full or if detailed in CV you must reference where in CV it is stated.

Applications submitted after the deadline on the closing date will not be considered. Please note that the onus is placed upon the applicant to ensure that the completed application is submitted successfully on or before the closing date. Evora will not take into consideration the failure of external IT services to deliver completed forms by the closing date.

Applicants with a disability who require assistance will be facilitated upon request.

Applicants who wish to receive an information pack in accessible formats are requested to advise the HR Team of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants.

Shortlisting

After the closing date, the first stage in the selection process will be to conduct a shortlist of completed application forms against the essential and, where applicable, desirable criteria.

Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

Interviews

Following the shortlisting exercise, it is intended that the selection process will involve a competency-based interview in accordance with the competencies required in the job description and person specification for the relevant post.

When reading through the core competencies for the role consider your personal experience in each of the areas. In your interview you should provide recent and relevant examples, which will give the interview panel an insight into your experience, skills and abilities in each competency area.

Interview Schedules

It can be difficult to re-schedule interview for those who cannot attend at their allocated day or time but in the event that you are unavailable please contact the HR team and we will do our best to accommodate you at an alternative time. This may not always be possible given the commitments of members of the panel.

If an applicant fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process.

As a charity with limited financial resources, we cannot contribute to travel expenses incurred by applicants invited for interview.

Selection Decisions

All applications for employment are considered strictly on the basis of merit. The selection panel will assess candidates against the relevant criteria. Those candidates who meet the required standards will be deemed suitable for appointment in order of merit, with the highest scoring applicant ranked first. We will then allocate a candidate to a vacancy in the order listed and where a Reserve Register of suitable applicants is drawn up it will remain valid for 6 months from the date of selection.

Feedback

Due to the volume of applications continuously received we are unable to provide external candidates with individual feedback following interview. Each candidate will however be advised of the overall outcome of each stage of the selection process.

APPOINTMENT VERIFICATION

Applicants should note that being informed of the outcome of the selection panel is not in itself an offer of employment and it should not be treated as such. An applicant is deemed

to have been offered a post only upon receipt of a formal written offer. A formal written offer of employment from Evora Hospice is conditional upon the following:

- Satisfactory Access NI checks where applicable
- Receipt of two satisfactory references from two recent employers
- Validation of qualifications where required (original certificates)
- Proof of eligibility to work in the UK
- Satisfactory pre-employment medical (where applicable)

In the event of failure to meet the criteria above, Evora reserves the right to withdraw the offer.

EQUALITY AND DIVERSITY

Evora Hospice is committed to embracing diversity and the promotion of equality of opportunity and as such it is our policy and practice to provide equality to all irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race, nationality, ethnic or national origin
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Any decisions regarding recruitment and selection, promotion, the provision of training or any other benefit will be based on merit alone.

Evora monitors applications for employment. This demonstrates our commitment to promoting equality of opportunity and enables us to measure the effectiveness of our equal opportunity policies.

Any monitoring information you provide will be treated in the strictest confidence, will not be provided to the shortlisting or interview panels, and will not be used to make any unlawful decisions affecting this recruitment exercise or during the course of your employment with us. The information you provide will only be used for monitoring, investigations or proceedings under the requirements of the Fair Employment and Treatment (NI) Order 1998.