**What do you need to know about our application process?**

**Applying for a position**

We aim to make our application process as accessible as possible, and should you have any difficulties that you need help with then please do contact us.

The application process consists of three steps-

* Step 1-: this is where you provide us with your basic information, which should include your contact details, relevant qualifications and summary of relevant employment and volunteering history. You can **either** fill out the Application form found at the bottom of our Vacancies web page (Form A) or **alternatively** just submit a CV to Vacancy@Threshold-das.org.uk.

Please make sure that you provide us with information on your preferred contact method, ideally this should be either by email or text.

Please ensure that your submission is no more than 2 pages.

* Step 2- complete and return the equal opportunities monitoring form

**Sifting process**

Once the closing date is reached the selection panel will decide those applicants that they wish to find out more about. They will make their initial assessment based on the information you have provided in Step 2 of the application process.

If you are successful at this stage the shortlisting panel will decide next steps. This might be asking for more information or conducting a first stage telephone interview or alternatively it may be to go straight to a full panel interview. Our recruitment team will keep you updated on the progress of your application.

**Selection process**

Our selection process is designed to help applicants fully demonstrate their suitability for the position they have applied for. We aim for this to be as positive an experience as possible and (where possible) we will send out preparation information in advance.

**Appointment process**

Once a candidate has been successful at the selection stage, we will make a conditional offer of employment. We will then follow up all the checks that we need before we can formally confirm this person into post. This is likely to include: reference checks, DBS checks, and Right to Work checks.

**Right to work checking**

Before you commence employment with us, it is a legal requirement that we check your right to work in the UK. Threshold DAS will ask for two forms of ID, usually at the final stage of recruitment. The types of ID required will vary dependent on your current situation, however we will clarify this with you before attending an interview. The person interviewing on behalf of Threshold DAS will obtain your forms of ID (they must be originals) at the final stages of interviewing and check the validity of them in your presence. They will then take copies for our records. Should you be unsuccessful at the final stage of the recruitment process, Threshold DAS will dispose of the copies made by shredding them.

**Induction and probation process**

At the start of your employment with us, we will make every effort to help you fit in quickly. To do this we organise a comprehensive induction. We also provide regular one to one meeting for support and supervision. In this way we will make sure that you receive regular feedback about your work performance. We will formally confirm you are in post once you have satisfactorily completed your 6 month probationary meeting.

**Working Time Regulations 1998 (amended 2020)**

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period. Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere.

When we are considering offering you a position, we will need to take into account any other work you are employed to do. This means that if you do have other jobs, we will discuss any implications with you before we offer you the job. This could also potentially mean (with your agreement) discuss this situation with your other employer. Depending on the overall situation and the outcome of discussions with you:

* + Not to offer you the appointment.
  + Offer the appointment on reduced hours.
  + Offer the appointment providing the other work is relinquished (or the hours reduced).

**References**

A minimum of two references are required before we make a formal offer of employment. We require these to be your two most recent employers including your current employer, (if you are in employment). We may ask you for additional references if there are unclear reasons for leaving or unexplained gaps in your employment history. If you have little or no work or volunteering experience, then we will ask you to provide personal references (and we can discuss these with you when we are considering offering you the position).

**Threshold DAS Limited Statement on the Recruitment of Ex-Offenders**

As an organisation committed to equality and diversity, Threshold DAS recognise that everybody has the potential to make a positive contribution to the organisation. We recognise too that some potential job applicants have criminal records. We understand that people are often ashamed and embarrassed about their cautions and convictions and/or fear they will not be treated fairly because of them.

Due to the nature of our work, we always ask about criminal records. Please rest assured that we will handle the information you provide in confidence. Should you disclose them, we will not consider convictions deemed ‘spent’ under the Rehabilitation of Offenders Act, unless the position is exempt from the Act.

If the position is exempt from the Act, we will ask for disclosure of both spent and unspent convictions, and cautions, reprimands, and final warnings.

Any criminal record will not debar you from being appointed to a post unless you are on the Department of Education and Skill’s List 99 or the Department of Health’s Protection of Children Act (PoCA) or Protection of Vulnerable Adults (PoVA) lists. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not make them a risk in, the job for which they are applying.

If an offer of employment is made, we will ask you to disclose any criminal offences that are not exempt from the act and ask you to agree to a DBS Disclosure. If a Disclosure confirms what you have already told us, we will confirm your appointment. If the Disclosure reveals information that we were not previously aware of, we will discuss the matter with you before making a final decision.

**Equal Opportunities Policy in Recruitment and Selection**

Threshold DAS is committed to recruiting and selecting staff, volunteers, and Trustees in a manner which:

* Promotes equality of opportunity
* Is open and fair
* Results in the appointment of high-quality people working for Threshold DAS Limited.

The recruitment process has been designed and will be carried out in a way which will not discriminate against applicants on the grounds of their race, ethnicity, nationality, age, disability, sexuality, religion, cultural beliefs, or marital status.

However, due to the remit of Threshold DAS Limited to provide services to vulnerable women and children, recruitment will often (but not always) be restricted to women within the legal framework set out in theEquality Act 2010 pursuant to Schedule 9, Part 1.

**Monitoring**

We will treat the Equal opportunities information as confidential and we would appreciate your cooperation in helping us monitor the effectiveness of our Equal Opportunities Policy.

Your application will not be affected by the information provided and will be kept separate from your application.