

RECRUITMENT CHARTER

Our commitment to applicants and enquirers

We are committed to providing the best possible recruitment service and we are working to remove barriers to equality of opportunity at all stages of the recruitment process. All of our policies, practices and procedures are designed to be fair to all applicants regardless of race, gender, sexual orientation, disability, age, religion or any other irrelevant factor. We aim to select people for jobs purely on merit as we wish to employ the best person for the job based on their skills and abilities to do the job.

We encourage applications from ethnic minorities and people with disabilities for all posts and we require all our employees to be committed to equal opportunities in accordance with our Equality and Diversity Policy.

Personnel staff will make every effort to ensure that you are dealt with in accordance with the following standards:

- You will be treated in a polite, helpful and friendly manner at all times;
- Whenever we write to you we will provide the name and telephone number of someone who will deal with any queries you may have;
- In the interests of equal opportunities, we are unable to keep a file of prospective applicants. However, any vacancies which are advertised externally are usually advertised in local Job Centres, the local press and in the relevant professional trade journals depending on the nature and level of the job;
- We will send you an information pack about the job to help you to decide whether or not to apply. This pack will normally contain an application form and equal opportunities monitoring form and policy statement, a job description, person specification and further particulars. In some cases additional information will be provided;

Occasionally, DBS (Disclosure and Barring Service) Disclosures will be required to check a candidate's suitability for a particular post. This will be stated in the further particulars within the application pack. Further information regarding DBS checks can be found on the website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. If a Disclosure is required, a member of the Personnel team will meet with the successful candidate prior to appointment to facilitate the check which we will pay for.

Your application will be dealt with efficiently and confidentially:

- Application forms will be sent out within two working days of receiving your request;
- Applications will not be accepted after the closing date unless there are exceptional circumstances. They will not be considered after the shortlisting stage in any event;
- All disabled applicants who meet the essential job related shortlisting criteria will be guaranteed an interview;
- Shortlisted candidates will be contacted within three weeks of the closing date and will receive clear details about the date, time and location of the interview. If the selection process consists of anything more than an interview such as a test or presentation, we will notify you when we first write to you;

- You will only be assessed against the job-related shortlisting criteria obtained from the person specification;
- Where appropriate we will pay travel expenses for your interview based on standard rail fare or its equivalent within the UK only. If it is not possible for you to travel to and from Liverpool in time on the day of your interview we will arrange and pay for overnight accommodation;
- All interviewees will normally be informed of the outcome within two working days of the final interview unless there are exceptional circumstances in which case you will be notified within five working days;
- You will be kept informed of any delays that may occur together with the reason(s);
- Appointments will be made subject to references satisfactory to us and confirmation of qualifications.

For certain posts the appointment will also be made subject to a satisfactory DBS Disclosure. Further details of this will be included in the offer letter and a member of Personnel will arrange a meeting with you to go through the application process.

- Referees will not be contacted without your permission. However, reasons for refusing permission at this stage will be explored;
- An offer of employment will be issued within 5 working days of receipt of confirmation of qualifications and references which are satisfactory to LIPA;
- New entrants to LIPA are required to serve a probationary period of twelve months during which time they are required to demonstrate their suitability for the post;
- We will treat the information you provide in confidence. Your application form will only be seen by those involved in the recruitment and selection process. Forms from unsuccessful applicants will be kept securely for six months and then destroyed in accordance with the Data Protection Act 1998;
- Applicants will be treated sensitively and with courtesy and will not be subject to any unfair discrimination at any time during the recruitment and selection process.

