Careers

Application guidance

# Application guidance

Thank you for your interest in employment opportunities with the Equality and Human Rights Commission. This document has been designed to support you in completing your application for employment. However should you have any further queries please contact us at [recruitment@equalityhumanrights.com](mailto:recruitment@equalityhumanrights.com)

## Section 1: Personal details

This section will support us in processing your application, but will be detached from your application form (section 2) which will be sent to the recruitment panel.

As this section includes details about how we can contact you it is important that the information included is correct. Please note that we will not approach the individuals you have named as your references unless you have accepted a provisional offer of employment.

Any falsely declared information may result in a potential offer of employment being withdrawn or disciplinary action being taken.

## Section 2: Application form

This section helps us decide whether to invite you to the next stage of the selection process. You should complete this section as fully and accurately as possible, providing any additional information or documents if requested. Please note CVs will not be accepted unless requested in the job advert.

**Current employment details** and **previous employment** require you to provide your details of employment history over the last five years including any gaps between periods of employment and details of this.

If you have spent longer than six months abroad within the last three years you must include this on your application where indicated, if this does not apply to you please state not applicable.

The Core Skills and the Professional Skills sections are your opportunity to provide evidence and examples from your work history or other aspects of your life to demonstrate how you meet the criteria required for the role.

It is recommended that you refer to the role profile and competency framework to assist you in completing this section. To help you clearly present information in this section we suggest you use the STAR principle:

**S**ituation: briefly provide background information

**T**ask: explain expectations or requirements

**A**ction: details your actions which you took to achieve the task to showcase your skills

**R**esult: indicate the outcome and what you learned from the experience

## Section 3: Monitoring information

The Commission is committed to treating all applicants equally based on their merits regardless of age, disability, gender, gender reassignment, marital status or civil partnership, pregnancy, race, religion , sex or sexual orientation. Where relevant this information may be used to assist us in the delivery of equal opportunity measures.

This section of the form will not be included in the information sent to the recruitment panel and the information recorded will be anonymised within the scope of the General Data Protection Regulation (GDPR) 2016.

Please note it is not mandatory for applicants to complete this section of the application form and internal candidates may omit this.

## Section 4: Guaranteed Interview Scheme (GIS)

We offer disabled applicants the option of requesting that their application be considered under the terms of the GIS. For your application to be considered under GIS you must complete section 4 of the application for employment.

In addition to completing section 4 you are required to demonstrate you meet the [minimum criteria](#_Minimum_Criteria:_The) for the role through the experience, knowledge and skills and competencies in section 2 of the application. A request under the Guaranteed Interview Scheme does not guarantee you an interview or job. At interview, the highest scoring appointable candidate will be offered the post.

It is recommended that you also declare any assistance or reasonable adjustments you may require at any stage throughout the recruitment and selection process. This section will be detached from the part of your application which is sent to the recruitment panel.

## Other information and documents

**Grade Profile:** Contains details of the core skills for each role level, please note a maximum of 250 words must be adhered to for each core skill, any words over 250 will be removed and discounted.

**Professional Skills:** Please refer to the Professional Skills documents to complete this section of the application. Please note there is no word count however do not submit more than one side of A4.

**Pre-employment checks**- as part of the recruitment and selection process we are required to check and verify certain information or documents to comply with the Baseline Personnel Security Standard (BPSS). This standard is required by all government departments including the Equality and Human Rights Commission.

The checks include verification of your identity, immigration status and eligibility to undertake employment, employment history and unspent criminal convictions. This information may form part of the application for employment or you may be requested to provide documents at interview or as part of pre joining formalities should you receive an offer of employment.

## Before submitting your application

* Check the information you have included is correct and accurate
* Check you have completed all sections of the application for employment
* Check you have read and signed the declarations at the end of section 2 and section 4
* Check you have included any supporting documents or information if they have been requested

## General Data Proctection Regulation 2016

All information in your application form is strictly confidential and will only be seen by those involved in drawing up the short-list and taking part in the interviews. It will be recorded and stored in accordance with our [privacy notice.](https://www.equalityhumanrights.com/about-us/careers/)