

RECRUITMENT PROCESS

Different roles and services may have slightly different processes; however, our recruitment process will typically follow the lines below.

1. Completing and submitting your application via this website. This process may include initial screening questions to verify that you meet the requirements of the job before you commit further time on the next steps of the application.
2. After the closing date (advised in the advert) the Hiring Manager and/or a panel will complete short-listing of applications and you will be updated on the outcome via the email address you have registered with. The shortlisting process is anonymised and the short listers will only see certain sections of your application. They will not see your name, address, or contact details at this stage.
3. If unsuccessful at shortlisting, you will receive an email through this website informing you of such – due to the volume of applicants we are unable to provide feedback at this stage.
4. If you are invited to an interview, you may receive an email requesting you select (via this website) a suitable date/time slot within the range provided, or you may be allocated a specific date/time and advised. Alternatively, the Hiring Manager may contact you directly to arrange a mutually convenient time.
5. Interviews will be competency based. If you have declared that you have criminal convictions on your application form, you will be asked about these. If you have applied for a role that requires you to hold a Christian Commitment, you will be asked about this and how your faith impacts you at work.
6. After all interviews are completed, you will be updated on the outcome via phone or email. If you are unsuccessful, you may be offered feedback.

If at any time, through either the application or selection stages, you feel that due to a disability you require additional support to enable you to fully participate in the process, please contact the Recruitment Team on recruitment.team@crossreach.org.uk to discuss your requirements.

If successful through our selection process:

- You will be given a conditional offer while pre-employment checks are undertaken.
- You will receive further emails asking you to complete pre-employment checks and processes specific to the job you have applied for.
- Your referees will be asked to provide references via an online process.
- Once all checks are complete, and if they are deemed satisfactory you will be provided with a start date and a letter confirming this.