

Introduction

These notes are intended to help you to participate in our selection process as effectively as possible. Please read these notes carefully before completing your online application form.

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the form in full.

Examine the Job/Role Description and Person Specification

All SOR / COR vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate. It is important to read all the information in these documents before completing your application.

Analyse your experience

Look at the activities involved in the role. Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System. When you click "Apply" you will be directed to our jobs pages and the online application form.



The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have submitted your application it cannot be updated, it is therefore recommended that you prepare your answers to both the pre application questions and the actual application process in advance.

You can however come back to a partially completed application *before* submission, using the link that will be emailed to you.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You are encouraged to target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

We recognise that the application process is a little more involved and takes a bit more effort than some processes that require candidates to click a link and upload their CV. However, our application process is outcomes based and allows all applications to be measured against the same criteria.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

Please do not exceed the prescribed word count.

To help you prepare for your application, you will need the following information to hand:

Section 1: The pre-application section

The section headed ‘Pre-Application’ is a very important part of the form. In this section you will be asked to respond to some, or all the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed to the main application section you will not be able to go back and change it the pre application section. You may find it helpful to prepare the answers to your questions in advance.

These questions are important to provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

SOR046 - HR Adviser – Pre-application questions

Pre-application questions for candidates to complete on application form.
1. With dates, briefly describe your HR experience, noting your involvement in HR processes and procedures, providing advice and information, and the administration of the HR function.
2. Describe your experience supporting Diversity, Equity, Inclusion and Belonging culture change projects. What was your role, what initiatives did it involve, and what was the impact for the organisation.
3. With examples describe how you have used data in your role. Explain the kinds of data you use, how you manage it and present it for your stakeholders to support decision making.
4. Describe your experience working in partnership with a recognised trade union. How did you build and maintain effective working relationships with staff side representatives. Give some examples of outputs from your partnership working.

Section 2 The main application form

In this section, you will need the following information to hand:

- Your personal and contact details.
- Your employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement. This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person specification that you may not have included in the pre-application questions. Please keep the word count to 300 words.

Once you are happy with your application, please submit it, and you will receive an acknowledgement of receipt to your email.

Shortlisting

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised by our Applicant Tracking System and your application

will be given a unique number. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions on the application form. Shortlisting managers will then go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of the outcome of the shortlisting process via email.

Interviews

We try wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at SOR / COR, whether it be offers of employment, casual work, internships or voluntary work are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below:

Satisfactory references covering the last 2 years of employment

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK

The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance

Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

Any diversity data retained for monitoring purposes is completely anonymised, so no individual is identifiable.

For more information, please see SOR / COR candidate privacy notice.

Summary

We hope you find the above helpful and good luck with your application

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application.