

RECRUITMENT CHARTER

South Ayrshire Council is committed to providing the best possible recruitment experience for applicants and will actively work to remove any barriers to equality of opportunity at all stages of the recruitment process.

These are our commitments to you as a job applicant:

1. We will treat you in a polite, helpful, and friendly manner at all times and will apply the recruitment and selection process equally to all prospective applicants.	8. Whilst the Council will not pay for travel expenses to attend interviews, flexibility may be given to arrange an online interview depending on the role and interview format.
2. We will provide you with an e-mail address and contact number which can be used to reach a member of the Recruitment and Contracts Team who will deal with your enquiry.	9. We will give you reasonable notice of the date and format of the interview, and if you are required to make a presentation to the interviewing panel, a minimum of 1 weeks' notice will be given.
3. You will be asked to complete an online application form. We will accept a CV from visually impaired applicants which gives all the information requested on the application form. If you require an application in a different format, please contact the Recruitment and Contracts team. A paper application form may be accepted for some positions by exception. It is important that you complete the application form as fully as possible.	10. If you are invited to interview and you have any requirements (for example, help with ramp access, a sign language interpreter or information in large print), we will make these arrangements. You will be able to inform us of any specific requirements during the on-line recruitment and selection process.
4. The Council is a Disability Confident employer, which allows the organisation to demonstrate its commitment to disability inclusion. Reasonable adjustments will be made throughout the recruitment and selection process to meet the needs of candidates with a disability. The Council also recognises Care Experienced as a protected characteristic and will take positive action in this regard.	11. After interview, we will contact the recommended candidate as soon as possible by email and normally within 7 days. We will contact the recommended candidate's referees only and upon details of the referees being provided following the verbal offer. For external candidates, two referees are required and one of them should be the most recent employer.
5. We will treat the information you provide in confidence and store it securely. Your application form will only be seen by Human Resources employees and those involved in the recruitment procedure. Diversity questionnaire information will be used for monitoring purposes only. We will only collect the personal data we need to process your application.	12. A formal offer of appointment will be issued to the recommended candidate upon satisfactory completion of all recruitment checks. The successful candidate will be given a specific deadline to accept the offer and return the appropriate paperwork or the offer will be withdrawn.
6. You will receive an instant automated e-mail acknowledging that your on-line application has been successfully received by the Council.	13. If you are invited for interview but are unable to attend at the given time, we will try to make alternative arrangements. However, this will depend on the alternative timescales and urgency to fill the post.
7. We will normally advise you by email if you are being invited for interview within 2 weeks of the closing date for the post.	14. If you have been unsuccessful at interview, we will normally advise you by email within 2 weeks. If you wish to receive more detailed, it will be available upon request.