

Community Action Fareham

Recruitment -- General Information

General Information about the CVS.

Community Action Fareham is a Council for Voluntary Service (CVS). It is one of 11 in Hampshire. Our prime purpose is to support local voluntary organisations and to promote volunteering. Additionally we provide a number of Community Services. A wide range of information is available on the website www.actionfareham.org.uk. If you do not have internet access then you may collect leaflets or information from the office.

Community Action Fareham is a registered charity; its members are drawn from the 500+ voluntary and community groups in Fareham. Funding is provided by Fareham Borough Council and Hampshire County Council. Like all charities Community Action Fareham is particularly focussed on improving the quality of life for all people especially those who may be at risk or disadvantaged. Therefore all staff, whether paid or volunteers are expected to ensure that their welcome and customer service to people seeking information or support is excellent, so as to insure inclusion.

Equality and Diversity

Community Action Fareham aims to promote equality of opportunity for all and so we welcome people with the right talents, skills and potential for the roles that we have. We welcome applications from the whole of our diverse population so that we maintain a creative organisation of diverse views but with a commitment to building community in Fareham.

Criminal Convictions

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not bar you from working with us. This will depend on the circumstances and background to your offence(s).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

If you have a criminal record to declare then you are invited to make a statement and enclose it with your application. You may wish to put it in a sealed envelope to ensure that only the recruitment panel sees it. If you are invited to an interview you will be invited to discuss the offence. Knowledge of the offence would remain with the recruitment panel only and would not under any circumstances be passed on to other members of the staff.

Criminal Records checks are now conducted by the Disclosure and Barring Service(DBS). Basic Disclosures are available from Disclosure Scotland.

Eligibility to work in the UK

Legislation requires that we record evidence of eligibility to work in the UK. You will be asked to bring evidence of your identity to the interview; there are many documents that can be used, but the simplest combination is your passport, plus your driving licence and a utility bill that is under 3 months old.

Health Matters

Prior to an offer of employment you will be asked about your health status but only as is relevant to ability to undertake the proposed staff role.

The reason we ask is that in terms of Health and Safety, it is important that Community Action Fareham does not place you in the wrong role. A disability or health problem does not exclude you from working with Community Action Fareham and applications from people with disabilities are welcomed. In order to ascertain your suitability to work on a Community Action Fareham project, Community Action Fareham requires information about your health. This health information will only be requested at the interview stage. It is possible that a medical examination by an Occupational Health consultant could be required. Any medical information will be held in strictest confidence within the organisation and will only be referred to where appropriate

Adjustment for Disability

On the application and at interview candidates are invited to say if they have any disability for which Community Action Fareham may be able to make a reasonable adjustment.

Staff Handbook

A staff handbook outlines most operating processes and expectations of staff and what Community Action Fareham will do. Operating policy is set by the board of Trustees and written for most areas of operation.