



Information for Candidates

Introduction

Greenbank is a long-established Liverpool based registered charity (No. 513814) which provides a range of services for disabled people and other disadvantaged groups in the Liverpool City Region.

Our vision is to transform lives through challenging perceptions and inspiring self-belief. Our mission is to support people to achieve their potential through inclusive education, sport and leisure activities.

Current information about the work Greenbank undertakes is available at the following websites:

www.greenbank.org.uk

www.greenbankcollege.org.uk

www.greenbanksportsacademy.co.uk

www.salonhq.org.uk

Short Listing

Once the closing date has been reached the interview panel will agree who will be short listed for interview. Short listing is completed through the process of marking each completed application against the essential and desirable criteria set out in the person specification. It is up to you to be as clear as possible when stating what skills, qualifications and relevant experience you have. The panel considers only the information contained on the application form and it is important that you provide all the information that is requested.





General Data Protection Regulation (GDPR)

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Greenbank and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Greenbank and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving Greenbank.

Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisations providing administration or other relevant services to Greenbank.

Any queries regarding your data should be sent by email to dpo@greenbank.org.uk.

In order for your application to be processed, you must give consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.

Thank you for your interest in applying to Greenbank.





Equal Opportunities Statement

Greenbank is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

No job applicant, trustee, member of staff, volunteer or service user should be treated less favourably based on their background. Nor will such a person be disadvantaged by conditions or requirements which cannot be shown to be justifiable. This principle applies to recruitment and selection, promotion, transfer, training, benefits, facilities, service provision, procedures and all terms and conditions of employment.

Please note that Greenbank practices positive action towards the employment of disabled people. All applicants that declare a disability and meet the minimum standards as detailed in the person specification are guaranteed an interview.

So that we can monitor our success in promoting vacancies to a range of applicants, it would be helpful if you could complete the Equality and Diversity Form once you have submitted your application. The Equality and Diversity Form is sent separately from your application form and is not used as part of the selection process.

Declaration of Disability

Greenbank is a Disability Confident Leader and are committed to employing disabled people.

Greenbank asks its employees to 'self-declare' rather than using a set Disability Discrimination Act or medical definition.

If, in your opinion, you have a disability or long-term health condition which affects your daily life, please declare it on your application form. All applicants that declare a disability and meet the minimum standards as detailed in the person specification are guaranteed an interview.





Recruitment Checks

Greenbank will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#), including:

Disclosure and Barring Service (DBS) check

Greenbank is legally obligated to process an enhanced DBS check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. See [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

Information about what will be filtered and will not appear on a DBS certificate is outlined in [New filtering rules for DBS certificates \(from 28 November 2020 onwards\)](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.





Right to Work in the UK

Greenbank will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Overseas Checks

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, we will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we will contact you for additional information in due course.

