LIPA

RECRUITMENT CHARTER

LIPA'S COMMITMENT TO APPLICANTS AND ENQUIRERS

LIPA is committed to providing the best possible recruitment service and we are working to remove barriers to equality of opportunity at all stages of the recruitment process. All of our policies, practices and procedures are designed to be fair to all applicants regardless of race, gender, sexual orientation, disability or age and whether or not you are already working for LIPA. We aim to select for jobs purely on merit as we wish to employ the best person for the job based on their skills and abilities to do the job.

We encourage applications from ethnic minorities and people with disabilities for all posts and we require all our employees to be committed to equal opportunities in accordance with LIPA's Equal Opportunities policy.

All employees will make every effort to ensure that you are dealt with in accordance with the following standards:-

- You will be treated in a polite, helpful and friendly manner at all times.
- Whenever we write to you we will provide the name and telephone number of someone who will deal with any queries you may have.
- In the interests of Equal Opportunities we are unable to keep a file of prospective applicants. However, any vacancies which are advertised externally are usually advertised in local Job Centres, the local press and in the relevant professional trade journals depending on the nature and level of the job.
- We will send you an information pack about the job to help you to decide whether or not to apply. This pack will normally contain an application form, a job description, person specification, further particulars, a copy of the Equal Opportunities policy and a monitoring form. In some cases additional information will be provided.

Your application will be dealt with efficiently and confidentially:

- Application forms will be sent out within 5 working days of receiving your request.
- Applications will not be accepted after the closing date unless there are exceptional reasons eg. a disabled person requiring assistance. They will not be considered after the shortlisting stage in any event.
- All disabled applicants who meet the essential job related shortlisting criteria will be guaranteed an interview.
- Shortlisted candidates will be contacted within 14 working days from the closing date and will receive clear details about the date, time and location of the interview. If the

selection process consists of anything more than an interview eg. a test or presentation, we will notify you when we first write to you.

- You will only be assessed against the job related shortlisting criteria obtained from the Person Specification.

- Where appropriate we will pay travel expenses for your interview based on standard rail fare or its equivalent within the UK for your interview. If it is not possible for you to travel to and from Liverpool in time on the day of your interview we will arrange and pay for overnight accommodation.

- Successful interviewees and unsuccessful interviewees will normally be advised within 3 working days of the final interview. Unless there are exceptional circumstances in which case you will be notified within 5 working days.

- You will be kept advised of any delays that may occur together with the reason(s).

- Appointments will be subject to satisfactory references and medical clearance which requires completion of a medical questionnaire and on occasions a medical examination may need to be carried out.

- Your present employer will not be contacted without your permission.

- Contracts of employment will be issued within 15 working days of receipt of medical clearance and satisfactory references.

- New entrants to LIPA are required to serve a probationary period of 12 months during which time they are required to demonstrate their suitability for the post.

- We will treat the information you provide in confidence. Your application form will only be seen by those involved in the recruitment and selection procedure. Forms from unsuccessful applicants will be kept securely for 6 months in case of any complaint, then destroyed in accordance with the Data Protection Act 1998.

- Applicants will be treated sensitively and with courtesy and will not be subject to any unfair discrimination at any time during the recruitment and selection process.