

Recruitment: frequently asked questions

What are we looking for in staff and volunteers?

The Together Trust is looking for people with the enthusiasm, drive and passion to help make a positive difference to the children, young people and adults we serve. It is not necessarily about having experience of working within the education or social care sector, the Together Trust looks for people with different life experiences that will enhance the service we provide.

The Together Trust is committed to equality and diversity but is under represented in the workforce by men, men and women from ethnic groups, and employees with disabilities. We therefore welcome applicants regardless of their racial, ethnic or national origin, religion or beliefs, disability, sexuality, age or responsibilities for dependants.

What type of roles are there?

There are many opportunities within the Together Trust, from working directly with children and young people to working in a supportive role such as administration. All of our vacancies are advertised on our website so please refer to the vacancy list which is updated regularly.

What is the recruitment process?

Anyone interested in our vacancies will need to complete an application form and return it to the Personnel Department by the closing date on the advert. Application forms are then sent for shortlisting. If you do not hear within four to six weeks of the published closing date, or in the absence of a closing date, the date on which you submitted your application, then you have not been shortlisted for interview. Successful applicants will be contacted either by email or letter inviting them to interview. The interview will usually take place within two to three weeks of the closing date and you will be interviewed by a panel. Following the interview an offer letter will be sent out within ten working days if you were to be successful.

I have a criminal record, will this affect my application?

A criminal record will not necessarily be a bar to obtaining employment with the Together Trust.

It is important that you are completely honest on your application form and include information in relation to a criminal record. You will be given opportunity during the interview process to discuss the information disclosed.

Will having an impairment or disability, preclude me from working with the Together Trust?

The Together Trust continues to work towards ensuring that all internal and external selection processes are fair and consistent based on an individual's ability and competencies, and is committed to interviewing all applicants with a disability who meet the essential criteria as set out in the Person Specification.

The interview panel does not receive a copy of the health questionnaire prior to the interview but will be made aware if adjustments are needed for you to fully participate in the interview.

Prior to you starting with the Together Trust, we will have discussion with you to establish if any adjustments are needed to enable you to fully undertake the role. You may be eligible for a grant from the 'Access to Work' scheme. This is a programme run by the Department of Work and Pensions to provide support to disabled people to help them overcome work related obstacles resulting from their disability and the Together Trust would fully support any application to the scheme.

How soon can I start if I am successful in gaining a position?

Any successful applicant will have to wait until all pre-employment checks have been completed including references and a full enhanced CRB check for certain roles. On average it takes one to two months following interview for a start date to be arranged. Successful applicants can contact the Personnel Department in relation to start dates.

Who pays for the CRB disclosure and how long does it take?

The Together Trust pays for the enhanced CRB disclosure. On average a CRB disclosure should take around eight weeks. You, as an applicant will be issued with your own disclosure as well as the Together Trust receiving its own copy. To help the process you need to follow the guidelines when completing your form and provide the original documentation as requested. The Together Trust has no control over the length of time it takes to receive an enhanced CRB disclosure.

What is the Independent Safeguarding Authority (ISA)?

The ISA is an independent government body that has overall responsibility for safeguarding in terms of employment and volunteering and holds the central lists stating who is barred from working with children and vulnerable adults.

You will not be allowed to work for the Together Trust if you are barred under the lists held by ISA.

For further information about the scheme please visit www.isa-gov.org.uk

How many referees do I need and when will you approach them?

The Together Trust requires you to provide three employment referees, one of whom must be your current employer and none must be related to you. If you are struggling to provide three employment referees, you can provide a character referee. On occasion we do have difficulty in obtaining references. It is important therefore that you get agreement from the people you use as referees.

Where possible the Together Trust will obtain references prior to interview, however we will not contact your current employer without your permission.

Please note that references from your spouse or partner, or members of your family, are not acceptable, nor will the Together Trust accept 'to whom it may concern' references. The Together Trust reserves the right to take up references in respect of any previous employment, paid or unpaid without further notification to you.

Further information

Please contact the Personnel Department if you have any further questions.

Write to:

Personnel Department

Together Trust Centre
Schools Hill
Cheadle
Cheshire
SK8 1JE

t: 0161 283 4828

e: jobs@togethertrust.org.uk