



*“Where people and communities count .....  
where alcohol and drugs matter.”*

## Applying for a job

DASL's Equal Opportunities Policy states that we want to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and may be used in the interview itself. Your application form is, therefore, very important and the following advice is designed to help you complete it as effectively as possible.

## Read the Person Specification and Job Description Carefully

### 1. The Person Specification

Every vacancy we advertise is based on a person specification that describes the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job. DASL sometimes uses various practical assessments as additional ways of assessing skills of candidates e.g. presentations, typing tests, written exercise. The person specification will show whether a particular criterion may be assessed in this way and you will be sent further details separately if you are shortlisted. Do not be put off as this is only a method of allowing you to demonstrate your skills and abilities to the selection panel.

### 2. Job Description

This will confirm the general conditions of service, salary, responsibilities and duties of the post you are applying for.

### 3. Job Details

Other details may also be enclosed describing the work of our service.

### 4. Filling in the Application Form

After reading the person specification, job description and job details, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post.

## Consider all the Relevant Experience You Have Gained

Consider any relevant experience you have acquired. This may be from your current or previous jobs but may also be from community or voluntary work, experience gained in the home and through leisure interests.

Your application needs to show the relevant skills, interests and experience you have gained. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ....., I organised ....). Always remember to specify your responsibilities rather than those of your section or department.

**The most important thing is to tell us - we are unable to guess or make assumptions.**

If you have any disability and need assistance in completing the form, then please let us know and we will be pleased to help.

## Send in Your Application Form on Time and Keep a Copy

You should gear your application to the specific job - do not submit the same one for a series of jobs unless it is equally appropriate. Complete the form to the best of your ability and answer all the questions. **CV's will not be accepted instead of or as part of an application.**

Complete the form in black ink or type and ensure it arrives before the closing date. Keep a copy for reference. Make sure you put any reference numbers on additional sheets.

## References

Please give the name of your current or most recent employer. If you have not been employed before you should give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

We will approach current employers even if you do not give them as a referee and previous employers where it appears reasonable to do so. In general, we will be asking for information from them regarding your performance, reliability, sickness record and their opinion of your suitability for the DASL post.

We will only apply for references if you are successful at interview and accept our offer of employment.

## Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred, i.e. spent. However, under this Act, some occupations and employment are exempted and applicants for these posts are not protected by the Act. DASL has a number of such posts and applicants will need to give details of their convictions on a separate sheet, which will be enclosed with the application form.

If the job for which you are applying involves access to children, it is covered by the provisions of the Home Office Circular (86) 44. This requires a police check to be made for the existence and content of a criminal record, to ensure the details provided are accurate.

It is DASL's responsibility to take all measures possible to check the suitability of candidates. However, it reassures candidates that lesbians, gay men, ex-offenders and other disadvantaged groups will not be discriminated against nor will anyone automatically be turned down for employment on the grounds of merely possessing a conviction, including convictions related to a person's sexuality.

## Shortlisting and Interviews

### 1. Shortlisting is based on the skills and experience you show

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the essential skills and experience in the person specification, and applicants who meet these requirements are called for interview.

### 2. Set questions are asked at the interview and the panel takes notes

The interview is normally made up of 3 or 4 staff of DASL, who will be asking a set of pre-determined core questions based on the person specification. The questions are intended to allow you to expand on your application and show the panel the extent to which you meet the essential requirements for the post. You will have the opportunity to ask questions about the job, conditions of service etc. The panel will keep a record of their assessment of each candidate so that reasons for their decisions are clear, consistent and justifiable. You should not, therefore, be worried about the panel taking notes.

## After the Interview

After all interviews for the vacancy are completed, the panel will meet to consider which candidate is best suited for the vacancy, based upon the responses to interview questions and any other practical assessments that may have been used.

Unsuccessful candidates will be notified by letter. If you are unsuccessful and would like to know why, please contact DASL, and a member of the selection panel will be able to provide feedback.

If you are successful, we may contact you by phone and you will receive an offer letter. There are some pre-employment checks that we need to complete before you can take up post (full information will be enclosed with the offer letter). These include:

1. **References** - we require 2 satisfactory references, one from your present/most recent employer.
2. **Eligibility to work in the UK** - we require proof that you are eligible to work in the UK.
3. **Satisfactory CRB disclosure** - most posts at DASL will require an enhanced disclosure. We will send you further details. The CRB aim to complete 90% of applications within a 4 - 6 week timescale but sometimes they may take longer.
4. **Satisfactory pre-employment medical report** - we will send you a pre-employment medical questionnaire to be completed and returned directly to our Occupational Health Consultant. As a result of this, you may or may not be invited to attend an appointment with the Consultant, who will provide a report to DASL on your medical fitness for the post you have been offered.
5. **Certificates** - we require you to provide original certificates for the qualifications you have listed in your application.

Once all these checks are completed and satisfactory, we will contact you to negotiate a start date.

## Complaints

### If you feel you have been unfairly treated please write to us and we will investigate

We are trying very hard to ensure that every stage in our recruitment process is fair throughout. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope you will have been treated fairly and helpfully, even if you are not appointed. If you want to discuss why you have been unsuccessful, please contact DASL in the first instance and a member of staff who has been involved in the interview process will be pleased to give you feedback.

If you are still unsatisfied, please write to DASL at the address shown overleaf, outlining your concerns. The matter will be investigated by the Chief Executive Officer.

I hope you will be successful in your application and if you are not, that you will consider applying for other posts with us in the future.





DRUG & ALCOHOL

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