

Recruitment Process

Introduction

The Reading Agency is committed to ensuring equal opportunities and inclusivity throughout our recruitment process. We conduct our recruitment process in such a way as to result in the appointment of the most suitable person in terms of relevant abilities and qualifications.

Advertising

When advertising our jobs we aim to positively encourage applications from all suitably qualified people and to attract applications from all sections of the community.

Selection

We select new employees based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Our person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. We will assess candidates objectively against these requirements.

We will process all applications consistently. The selection and interview panel will be clearly informed of the selection criteria and of the need for their consistent application. All questions that are put to the applicants will relate to the requirements of the job.

Reasonable adjustments

We welcome applications from individuals of all backgrounds, including those with disabilities, and we aim to provide reasonable adjustments to accommodate candidates' needs and enable them to perform at their best.

If you require any specific adjustments or accommodations to participate in any stage of the recruitment process, please let us know. We will work with you to identify and implement reasonable adjustments that align with your individual requirements. Examples of reasonable adjustments may include alternative formats for application materials, adjustments to interview formats or locations, provision of assistive technologies, or any other adjustments that can facilitate your equal participation.

Please inform us of your requirements as soon as possible, preferably at the time of application or prior to the relevant stage of the recruitment process. Your disclosure of any adjustments needed will not adversely affect your application, and all information provided will be treated confidentially.

We are committed to creating an inclusive environment and ensuring that all applicants have an equal opportunity to demonstrate their skills and abilities.

If you have any questions or concerns regarding the application process or the provision of reasonable adjustments, please feel free to contact us at recruitment@readingagency.org.uk and we will be happy to assist you.

Our Recruitment Process

This is what you can expect from our recruitment process:

- Stage 1 - We receive and acknowledge your email application
- Stage 2 - Your application is reviewed and shortlisted by us
- Stage 3 - If you are shortlisted, you will be invited to an interview to discuss the role in more detail, your experience and interest in the company. We may ask you to undertake a skills test as part of your interview.
- Stage 4 - If you are successful at interview stage, we will make you a job offer. Please note that for more senior roles we will invite you back for a second interview.
- If you are unsuccessful at any stage, we will let you know. Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We will provide feedback upon request to candidates we interview