



Recruitment and Selection - Guidance Notes for Applicants

1. Statement and Objectives

Edinburgh Leisure aims to achieve an effective and consistent approach in recruitment and selection to comply with employment legislation and good employment practices. We are committed to ensuring that our employees are drawn from the widest possible employment market and that fair selection procedures and practices are in operation across the company to ensure the best person for the post is appointed.

1.1. Fairness

We are committed to equality and diversity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, membership or non-membership of a trade union, nationality, political belief, race or ethnic origin, religion or belief, sexual orientation, or any other irrelevant distinction.

1.2. Your responsibility

If you are applying for a post with Edinburgh Leisure, you must ensure that any application and information that you provide us is factually correct.

If you have a disability or require additional support during any part of the recruitment and selection process, please contact the HR department to discuss your requirements and determine what reasonable adjustments can be made.

1.3. Our responsibility

We will conduct our recruitment and selection processes fairly and equitably. We will ensure all employees involved in Edinburgh Leisure recruitment processes will receive the necessary training to fulfil their role.

If you disclosed that you have a disability or require additional support during any part of the recruitment and selection process, we will contact you to discuss your requirements and determine what reasonable adjustments can be made.

2. What to expect from our process

2.1. Advertising

Edinburgh Leisure is committed to recruiting both internal and external candidates, as appropriate to business needs. This allows us to source the best people for any given role and gives us the greatest flexibility in selecting our future talent. We reserve the right to vary the advertising process depending on the specific circumstances of a particular vacancy.

2.2. Eligibility to work for us

We ask that anyone wishing to apply for one of our advertised posts ensures that they have the right to work in the UK.

You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please refer to this [website](#) for right-to-work guidance.

Please note that Edinburgh Leisure is unable to provide sponsorship to candidates who do not currently have the right to work in the UK.

2.3. Application

Our application process is designed to gather all the information that we need to shortlist applicants for interview.

We use mainly a competency-based approach to recruitment. This means that at all stages of the recruitment process, you will be assessed against the competencies we consider necessary to do the job. Details of the competencies relevant to the post can be found in the Essentials Behaviour Framework attached to the job advert.

The information you include in your application form will be used to assess your capability and potential against the demands of the role and to draw up a shortlist for the next stage of selection. The application form is your opportunity to showcase your experience and skill set alongside the knowledge, skills and experience that are detailed in the job description.

For some roles, a CV will be requested as part of the application process. If this is required, you will be prompted to upload your most up-to-date CV.

Often, when a CV is requested on the application form, we will also request a personal statement in which you should demonstrate how your skills and experience meet the requirements for the post. Use the supporting statement to show how your experience fits the job description and person specification.

Give specific examples where possible or relate these to the information in the job description. Your examples can be from work, school, or outside interests if they are relevant to what we are seeking.

All the sections of the Application Form must be completed before submitting your application. You can save your application at any time before submitting it, but only completed applications will be considered.

It is essential that you have submitted your application on the system by 23:59, UK time on the closing date. Regrettably, we are unable to accept late applications.

We reserve the right to close the vacancy prior to the advertised closing date once we have received a sufficient number of suitable applications.

2.4. Selection

When shortlisting candidates, Edinburgh Leisure will use fair and systematic procedures by scoring applicants based on the requirements of the role. Your application will be scored in line with the competencies defined in the requirements of the role outlined in the job description and person specification.

No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria and that you have completed each of the questions

on the application form in order for us to shortlist against your experience, skills, qualifications, and knowledge.

Requirements for the post are split into two categories:

- Essential criteria – these are characteristics that are seen as essential to the job. A candidate who does not have these will not be able to carry out the job and will not be shortlisted for an interview.
- Desirable criteria – these may be used to help distinguish between multiple candidates when there are a number of good applicants. Your application will be assessed against the criteria contained within the job description.

2.5. Assessment

We will invite for assessment those candidates who, from their application, seem best suited to the role. You will be given further details about the assessment process if you are invited to interview.

The type of assessment depends on the role and the skills that we want to test. In addition to a competency-based interview, we use a range of methods including group exercises, role plays, presentations, and a variety of technical tests.

Interviews will be conducted by no fewer than two people. In some cases, to allow for the training of our new assessors or panel interviews, more people might be present.

Whatever the result of your application, you will hear from us (normally by email).

If you are not successful in your application, do not be discouraged from applying for other jobs with Edinburgh Leisure. Your skills and experience may be more suitable for another vacancy.

Edinburgh Leisure is signed up for the "Disability Confident Scheme" award. This means we offer an interview to a fair and proportionate number of disabled applicants who meet the minimum criteria for the job. We will also make reasonable adjustments to accommodate the individual needs of candidates in order for them to participate fully in the assessment and undertake employment with us.

2.6. Offer of Employment

If you are offered a role, the job offer is subject to conditions. You are required to provide two references one of which must be from your current or previous employer. If you have never been in employment, you will need to provide references from a school or other educational establishment.

You must also have the appropriate level of membership with the Disclosure Scotland Scheme. Where a post is subject to Standard or other PVG membership, the successful applicant will not be employed until a satisfactory Disclosure certificate is received.

3. Candidate Privacy Notice

This Notice outlines how we collect and use your personal data.

All paperwork associated with recruitment and selection will be managed in accordance with the Data Protection Act 1998.

3.1. What personal information do we collect and why is it processed?

We collect and process a range of information containing personal data about you. The table below details the personal data collected, the purpose for this and the legal basis for processing:

Personal Information	Purpose	Our legal basis
Basic personal information and contact details including <ul style="list-style-type: none"> - Name - Address - Date of birth - Telephone number - Email address - Equal opportunities data 	To allow contract, HR, and business administration	Necessary for compliance with a legal obligation. Necessary for our legitimate interests Necessary for the performance of a contract with you Necessary for equal opportunities monitoring
Recruitment records include: <ul style="list-style-type: none"> - CVs, data regarding responses to application questions - Interview & assessment notes - Previous employment information 	To make a decision about your suitability for the role you applied for.	Necessary for the performance of a contract with you Necessary for compliance with a legal obligation.

<ul style="list-style-type: none"> - Data pertaining to work preferences and abilities - Evidence of education and qualifications - References - Proof of right to work in the UK (such as passports and visas) - Employment Contract - Induction records 	<p>To comply with legislative and regulatory requirements</p> <p>To allow contract, HR and business administration and defence against potential legal claims</p>	
---	---	--

We will collect this information in a variety of ways including directly from you, and from third parties as outlined below:

- o Recruitment Agencies
- o Former employers or other referees

Collecting and using your data enables us to administer the recruitment process, manage your application, conduct assessments, organise interviews, process interview feedback, and conduct background checks prior to onboarding. We will process your personal data to meet recordkeeping and internal and external reporting responsibilities.

Edinburgh Leisure will only collect the minimum personal data required for the purpose. Any personal data discovered as excessive or no longer required for the purposes collected will be securely deleted.

Any personal information that is optional for individuals to provide will be clearly marked as optional on any form.

Edinburgh Leisure will hold data for the minimum time necessary to fulfil its purpose. Data will be disposed of in a responsible way to ensure confidentiality and security. Edinburgh Leisure will implement appropriate security measures to protect personal data. Personal data will only be accessible to those authorised to access personal data on a 'need to know' basis. Employees will keep all data secure, by taking sensible precautions and following the relevant Edinburgh Leisure policies and procedures.

3.2. Individual Rights

Edinburgh Leisure will uphold the rights of data subjects to access and retain control over their personal data held by us.

Edinburgh Leisure will comply with individuals': Right to be Informed, Right to Access, Right to Rectification, Right to Erasure, Right to Restrict Processing, Right to Data, and Right to Object.

Contact us:

If you have any questions regarding the recruitment process or your application, contact us at: 0131 458 2100 or jobs@edinburghleisure.co.uk