



ELLOWES HALL SPORTS COLLEGE

FAIR DEAL FOR JOB APPLICANTS

Ellowes Hall Sports College has a Recruitment Policy and an Equal Opportunities Policy and is committed to recruiting and selecting job applicants fairly as part of these policies. To this end we will make every effort to ensure that you are served by the following standards:

- You will be treated in a polite, helpful and friendly manner at all times.
- We will try to take account of any particular need that you may have.
- Whenever we contact you we will give you the name of someone who will deal with any queries that you may have.
- Your application will be dealt with efficiently and confidentially.
 - Application Forms will be sent out as soon as possible after your enquiry has been received.
 - Applications are not acknowledged but you will be informed in writing if you have been short-listed for interview.
 - You will be advised of the result of interview or selection test that you have taken part in.
 - You have the right to discuss the results with the person responsible for the selection process.
 - You will be kept informed of any delays that may occur, together with the reasons for them.
- All information provided to you will:
 - be written in plain language
 - be up to date, accurate and produced to professional standards
 - be produced in large print format or audio where requested
- All decisions will be made in line with Ellowes Hall Sports College Recruitment & Equal Opportunity Policies.
- All decisions will be made on merit and in line with the job requirements already set for the vacancy.
- We will take seriously any complaints or concerns you may have about your treatment as a job applicant. We will investigate these promptly and will let you know what we have done.