

CGL's Recruitment Process:

Vacancy Advertised

Candidates email their application directly to the recruiting manager, as per the address on the advert.

Please note, only applications completed electronically will be accepted.
If your circumstances require allowances to be made in relation to completion of this form, please call: 01273 645084 for further assistance.
Please be aware that CVs will not be considered.

Candidates disclose any criminal convictions by email to: disclosure@cgl.org.uk or via the link on the advert page.
Please note – disclosure information is not shared with the recruiting manager until the point of offer.
CGL is exempt from the Rehabilitation of Offenders Act.

Shortlisted applicants are invited to competency and Value Based Interviews (VBI).
Wherever possible, all applicants selected for interview will be notified within two weeks of the advert closing date.

At interview, all applicants must provide documentation which proves their entitlement to reside/work in the United Kingdom.

After interview the recruiting manager gives a verbal, conditional* offer of employment to the successful candidate. Unsuccessful candidates will be notified by the recruiting manager.

Appointment letter and pack are sent to successful applicant.
*Offers are conditional on the following checks being successful:

DBS Check

Applicants who are engaged in regulated activity are subject to an Enhanced DBS check.

For further information, please visit:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Occupational Health

All contracted employees (not sessionals) will be subject to a Pre-Employment Health Check which must be completed before the offer is confirmed and a start date is offered.

References

All applicants must provide details of at least two referees covering the last two years of employment. Referees must have had managerial responsibility of the applicant or should be provided by the HR department. Character references will not be accepted.

Once all pre-employment checks have been satisfactorily completed, the Recruiting Manager will contact the successful applicant to arrange a start date.