

# we the curious work with us

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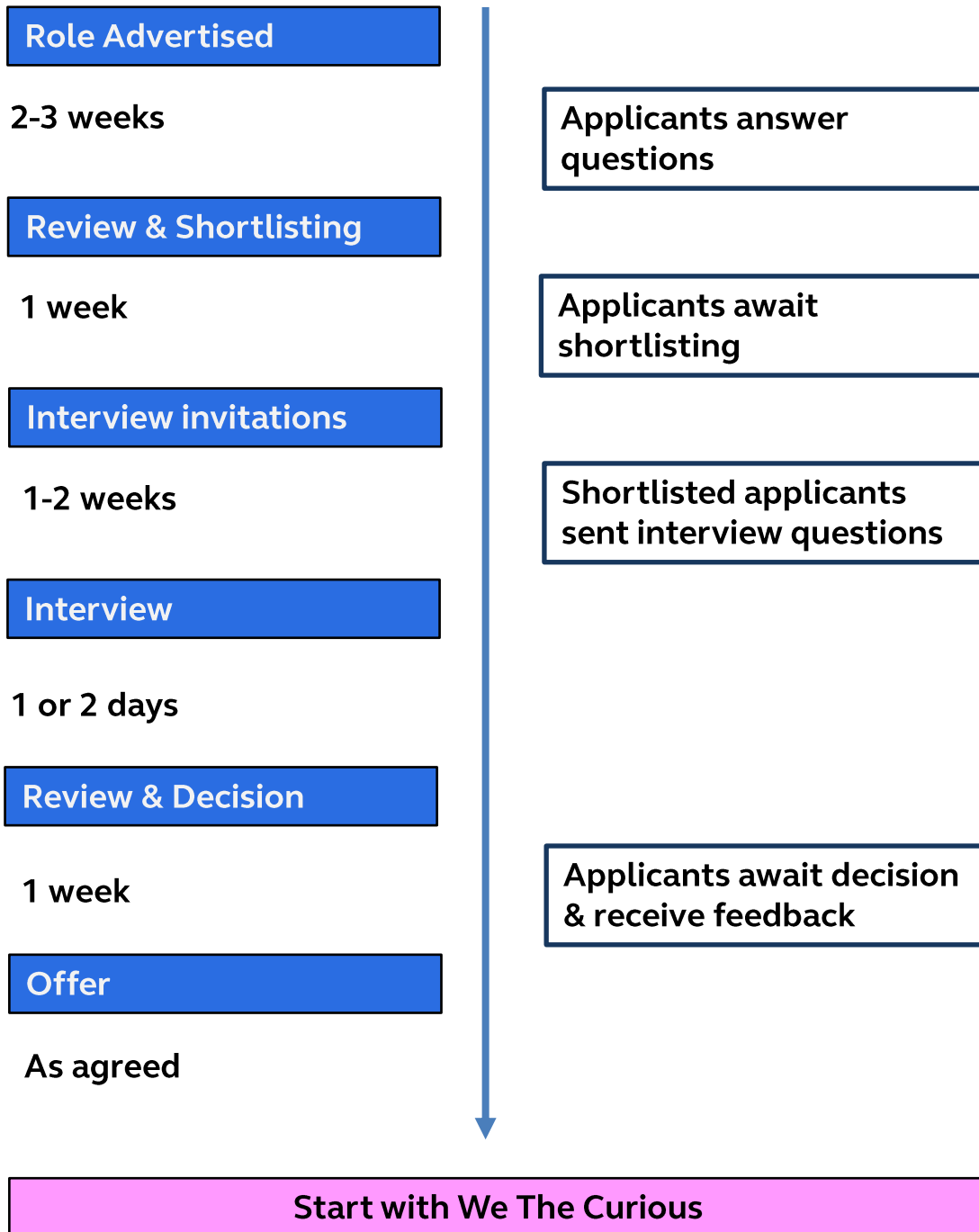
Photo credit: Dan Watkiss



## Guide for applicants

This guide lays out our recruitment process for this role and some information that maybe helpful in your application.

# Recruitment timeline



# Application guidance

We want all our staff, volunteers, and trustees (People) to succeed, be valued, and feel a sense of belonging.

We are on a journey to reimagine our recruitment to make it more inclusive, and it will continue to evolve as we learn more. We have produced this 'guide for applicants' as part of our commitment to build a fairer, more equitable and transparent process. If you have any questions or any feedback about our process, please contact our People Team at [people@wethecurious.org](mailto:people@wethecurious.org)

## Role description

Each role we advertise will have a role description that can be found in the Role Application Pack and they are located on our [jobs & volunteering](#) page on our website. The role description has information about 'What will you do in this role', which highlights the main purpose and duties of the role. Furthermore, it contains a section called 'What we are looking for?', which highlights the skills, experience and knowledge that are required for this role. It is important you read this information and other details in the role application pack before completing your application.

## Anonymous applications

Before we review and shortlist applications, we will separate personal details from responses to the selection questions to reduce unconscious bias. It's important that in your responses to the selection questions that you avoid including identifying information. We want ensure that no unconscious bias from our scorers' advantages or disadvantages anyone.

## **Application questions**

Our selection questions will be based on the information contained in the role description, and we will be looking for concrete examples as evidence that you meet this criteria. Please submit your application before the closing date of the role and we will NOT accept or read CVs/cover letters

### **Interview:**

If you are successfully shortlisted, you will be invited for an interview for this role. The interview will take place in person in Bristol (preferred) or online via Microsoft Teams. Interviews will consist of series of questions related to the role description and they will be sent to you before your interview, so you can familiarise yourself with them. We ask that you treat this as the beginning of the application process as the interview panel won't be taking your original application into account when scoring your interview.

For some roles, we may include a practical task to determine your suitability for a role, such an Excel based task or a presentation. Specific information about the interview will be included in the 'Application Process' page of the role application pack.

You're welcome to bring notes along with you.

### **Tips:**

Take time to gather evidence that will help you demonstrate that you have knowledge, skills and experience for each criteria point in the 'what are we looking for?' section

Consider and note down relevant examples of your experience from a job or volunteering role or a project at school or university. We value a broad range of knowledge and transferable skills & experience

Include in your responses concrete experience examples, details of the situation & task, what actions you took and what were the results and reflections.

Read the 'question descriptors' for each selection question, these may help you shape your response and gain clarity on the meaning of the question.

Be yourself, we want people to be their authentic selves and bring their whole selves to our workplace.



# Application guidance

## Right to work in UK

We require that you have a right to work in the UK for the duration of your employment and are able to provide evidence before starting your role.

## Accessibility

We want to work with you to ensure the recruitment process is accessible for you.

If you are disabled, neurodivergent, or if you have a long term health condition, we'll be happy to make reasonable adjustments to our processes for you.

You'll have the opportunity to let us know about any adjustments you may need throughout the application and selection process. We'll continue this conversation if you join us as a staff member, and we'll work with you to make sure you have the adjustments you need to succeed in your role.

Examples of adjustments could include:

- \_providing alternative formats at every stage
- \_options to apply
- \_extra time for tasks
- \_providing some extra information about what to expect
- \_office orientation before an in-person interview.

Please contact us if you have questions about We The Curious, our accessibility or recruitment process at [people@wethecurious.org](mailto:people@wethecurious.org)

## Disability Confident

We are committed to becoming a Disability Confident Employer and will interview any Disabled applicant who meets the minimum criteria for the role.



## Positive Action

We will apply Positive Action to our recruitment process. Here is a definition from the [Government Equalities office](#):

This is a provision of the Equality Act 2010. The Act is designed to protect people from being treated less favourably because they have a protected characteristic.

‘The new positive action provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the employer reasonably thinks the candidate:

- has a protected characteristic that is under-represented in the workforce; or
- that people with that characteristic suffer a disadvantage connected to that characteristic.

Positive action in recruitment and promotion can be used where an employer reasonably thinks that people with a protected characteristic are under-represented in the workforce, or suffer a disadvantage connected to that protected characteristic’

# Frequently Asked Questions

## **Why do you not accept CVs?**

We recognise that an applicant's CV provides lots of personal, education and career information that is not related to a role description criteria and this can affect how scorers shortlist applicants. Instead, we have decided to ask questions that are relevant to the role description and shortlist applicants only based on the information provided in these answers. We also separate personal information from the responses to the selection questions on all applications before shortlisting to avoid further opportunities for bias.

## **Do I need qualifications to work at We The Curious?**

We are most interested in your skills and value a broad of experiences that make you suitable for a role, though there will be some roles which do require certain qualifications. Please read the role application pack for each role to find out what we are looking for in suitable applicants.

## **Can I work flexible hours or work from home?**

We are happy to support flexible working for many of our roles – including both hybrid and your working pattern. Please see the role application pack and role description for more information about flexible working options for a role.

## **Can I do a role part time if it's listed as full time?**

We are happy to support flexible working for many of our roles and we are open to having a conversation with you to consider potential options for a role at the interview stage. We often offer options for different working hours in many of roles and will be stated in the role application pack.

## **Can I request reasonable adjustments**

Yes you can, we are keen to make reasonable adjustments to make our process as accessible as possible.

Examples of adjustments could include:

- \_providing alternative formats at every stage
- \_options to apply
- \_extra time for tasks
- \_providing some extra information about what to expect
- \_office orientation before an in-person interview.

Please get in touch with our People Team at [people@wethecurious.org](mailto:people@wethecurious.org)

## **Do you provide feedback during the recruitment process?**

Currently, we will provide all applicants who attend an interview with feedback.

## **Can I gain experience at We The Curious?**

Yes, we have a Volunteering Programme that can provide opportunities to gain experience at We The Curious. To find out more including how to apply, see our jobs/volunteering page [here](#) (scroll to the bottom)

## **Do I need to complete a DBS before I start?**

Safeguarding everyone is one of our priorities and we will require you to complete and have a valid Disclosure Barring Service (DBS) certificate before you start your role at We The Curious.

## **Who can I contact for enquires or further questions?**

If you want more information or have further questions please get in touch with our People Team at [people@wethecurious.org](mailto:people@wethecurious.org)

