

# Associate Recruitment Process

We are looking to recruit Associates with specific skill sets and experience of working with children with developmental trauma and their families and the professionals supporting them, including schools and social services.

## Application information

This is available to download from our website including links to the application form

## Application process

- No closing date – rolling programme
- Microsoft Form link included in the online adverts. This is our application form which we will use to shortlist for interview.
- Applicants are welcome to request an informal discussion with the CEO prior to applying.
- Applicants that are not shortlisted will be informed by email.

## Shortlisting applications

As the applications will be on Microsoft Forms it will be easy to share them all with any trustees who would like to be involved in the process. We will read everyone's answer to each question before going to read everyone's answer for the next question. This reduces unconscious bias. Names will also be removed to reduce unconscious bias.

Those that are shortlisted will be invited for online interview.

## Interviewing

CEO and other senior staff or trustees will interview. Interviews to be online via Teams.

## Communicating with candidates

All candidates spoken to in person by CEO or Chair – whether successful or not – to thank them for their time.

## Joining the Team

Successful candidates will be asked to provide 2 references as part of our Safer Recruitment Policy. CEO will induct new Associates and ensure that they have access to key information, Microsoft Business Basic account, Asana account, etc.