



### **Equal Opportunities**

Create (Cornwall) CIC is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, or socio-economic class. A commitment to equality of opportunity is a prerequisite for any job within the organisation.

### **Safeguarding**

A Basic or Enhanced DBS check may be required for some posts, in line with our our Safeguarding Policy.

### **Ex-Offenders**

Create (Cornwall) CIC supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding policy.

### **Application Assessment**

As an equal opportunities employer, we remove all personal details from the assessment process and only assess on the details contained in the body of the application. Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account. Candidates must ensure that all information provided throughout the selection process is correct. Should we subsequently find out that a candidate has presented false information we reserve the right to disqualify them from the selection process.

### **Accessibility**

Create (Cornwall) CIC's recruitment process is accessible to everyone and we are happy to make reasonable adjustments wherever possible at any stage of the process for disabled applicants. Please email [angela@createcic.co.uk](mailto:angela@createcic.co.uk) or call Angela Hatherell on 07703 151851 to discuss your individual requirements.

## Feedback

We will notify all candidates who have not been shortlisted for interview. The most likely reason for not shortlisting is that other candidates matched person specification more closely. We are committed to providing feedback to candidates unsuccessful at both application and interview stage.

Please email [angela@createcic.co.uk](mailto:angela@createcic.co.uk) for more information.

## Data

As part of any recruitment process Create (Cornwall) CIC collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Signed by Create (Cornwall) CIC Founder Directors

Jane Smith



Angela Hatherell

