

DERBYSHIRE ALCOHOL ADVICE SERVICE CIO
Charity No. 1159537

EQUAL OPPORTUNITIES
INFORMATION FOR JOB APPLICATIONS

Derbyshire Alcohol Advice Service is committed to providing equality of employment opportunity for all employees and job applicants. Our Equal Opportunities in Employment Policy and Code of Practice states that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, age, gender, sexuality or marital status.

This means that the organisation wishes to ensure that all aspects of employment (including recruitment, promotion, transfer, training etc.) are based on an individual's merit and ability to do the job. It also means that the organisation recognises that certain groups have experienced discrimination in employment in the past and is therefore taking certain positive measures to help ensure a greater representation at all levels in the organisation of those people who may be under represented. In order to ensure that the Equal Opportunities Policy is working effectively, the organisation also monitors recruitment into the organisation, and the distribution of existing employees within the workforce.

All members of staff are responsible for ensuring that no other employee, job applicant or indeed members of the public with whom they come into contact are subject to any form of discrimination. In addition, management is responsible for prompting equal opportunities within their duties and throughout their employment practices.

In addition to its commitment to equal opportunity in employment the organisation aims to provide access to services which meet the needs of diverse cultural and ethnic communities.

If an applicant has any special needs or requirements they are encouraged to request these and all attempts will be made to ensure that these are met.

Advertising posts, shortlisting process, and interview are conducted adhering to policies which are continually updated in accordance with good employment practice. All applicants are encouraged and supported to find out as much as they can about the service prior to their submitting an application. Feedback to applicants who are not short listed or who are interviewed unsuccessfully is provided by a representative from the interview panel in all cases.

Last reviewed 05/2017