



Top Tips for embedding values into your application process

- If candidates are required to complete a **standard application form**, you can use the **application pack** to ask them to give examples in their cover letter, or as part of their personal statement on the application form, of how they have demonstrated your values in practice.
- Give candidates the opportunity to provide **examples from their work, volunteering or personal life** for each of your values as part of their personal statement or letter of application so they are not limited to examples from relevant work experience.

Example statements to include in the application pack

1. Please look at the values leaflet we have sent you/ the values in our person specification for this role and share with us examples of how you have been able to demonstrate that you share these values in your work, volunteering or personal life.
2. Looking at each of our workplace values, please share with us what this value means to you and an example of something you have done in your work, volunteering or personal life which shows us that you share this value.

- If there is an opportunity to offer candidate's a **short online application** that is easy to complete on a mobile phone, this can support candidates who are neurodivergent to apply or candidates who are put off by long application forms.

On the form you could ask for their name, contact details and one question asking why they think they share the values of your Children's Home. You could then ask them to complete the full application form with all the information relevant to safe and fair recruitment when they came interview.

Example values-based application question.

Tell us why you want to work for us and share examples from your work, volunteering or other areas of your life where you have shown you share our values of being **child centred, respectful and compassionate, taking responsibility and working in a team.**

- Another way to encourage a wider range of candidates to apply is to offer them the opportunity send in a **short video or audio application** where they record themselves answering the application questions. This can be a helpful reasonable adjustment for a wider range of candidates.



- Include values and behaviours as part of the **shortlisting criteria** the shortlisting panel use to decide who to invite to interview and ensure those who are shortlisting are trained and briefed on how to look for the values and behaviours, as well as the other essential criteria for the post such as skills, experience and qualifications where relevant. A Shortlisting matrix can help with this.

| Role: Residential Child Care Worker | | Candidate Name: | | |
|---|--------------|------------------------|----------------------|----------|
| Essential Criteria | Demonstrates | Partially Demonstrates | Does not demonstrate | Evidence |
| Skills and Experience Involvement with C&YP Child development Partnerships with families and professionals Communication skills Confidentiality | | | | |
| Qualifications Level 2 Welsh Language Drivers Licence | | | | |
| Values Child-centred Respect & Compassion Integrity & responsibility Teamwork | | | | |