

WFD recruitment policy

Robust and consistent recruitment and selection procedures and practices are fundamental in ensuring that the staff WFD appoint have the capability and commitment to fulfil their role and support the organisation in achieving its objectives. It also ensures that WFD meet their legal obligations, both in the equal treatment of all candidates and in fulfilling our statutory obligations with regard to the processing and management of personal information.

The core principles that govern WFD's recruitment and selection procedures are:

1. **Merit** - the appointment of the best available person judged against the essential criteria for the role.
2. **Fair** - there must be no bias in the assessment of candidates.
3. **Open** - that job opportunities must be advertised publicly.

Our candidate selection process assesses applications skills, knowledge, experience and competencies. The requirements for each role are set out in the job description and person specification.

Important candidate information

Please ensure applications are submitted before the advertised closing date. Applications received after this date may be rejected.

Due to the volume of applications, we receive, we are unable to respond to unsuccessful candidates (at the application stage). If you have not received a response to your application within 28 days of the closing date, your application has not been successful.

WFD does not pay expenses to candidates attending interviews.

WFD does not pay relocation costs unless specifically stated in the vacancy details.

WFD is not able to sponsor visas, or work permits unless explicitly stated in the advert, all candidates must be eligible to work in the country where the role is located.

WFD does not accept unsolicited CVs/application from recruitment agencies.

Disability Confident

As a Disability Confident Employer in the UK, WFD is committed to provide equal opportunities for candidates with disabilities. The commitment to 'offer an interview to disabled candidates' is a one of 8 commitments made by employers to increase a disabled person's opportunity to enter employment. This commitment encourages employers to offer an interview to an applicant who declares they have a disability and meet the minimum criteria for an advertised job. This includes offering reasonable adjustments to attend interviews. For more information, [find out more about the Disability Confident scheme online](#) or [contact our recruitment team at recruitment@wfd.org](mailto:recruitment@wfd.org).