

Guide for Job Applicants

Application Form

We know that preparing job applications can be time-consuming and (sometimes!) not that interesting. As your potential employer, we need to understand more about you, your motivations, how you fit into Become, and how we can support you to perform at your best, which is why we ask some screening questions as part of the application.

Before filling in your application, please do feel free to speak to the recruiting manager if you find this helpful. Their contact details will be shown within the job advert. Because we review all applications anonymously they cannot link any contact you have with them with your application. A chat with the recruiting manager can be useful for you to understand the role better and how your skills might be relevant, but because of our anonymous process a chat is unable to directly help or hinder you, or bias the process.

Your answers to the screening questions are vital and form the basis of our anonymous shortlisting process. Take the time to really work on creating good responses which answer the questions and show us your personality and skills. If you don't answer these questions then you will not be shortlisted as we will have nothing to assess your skills or abilities on.

We've all seen that the rise of Artificial Intelligence (AI) has been rapid, and we know that people are using AI tools like ChatGPT and Microsoft Copilot in their everyday lives. We use these tools sometimes in our work at Become – they're an important way for us to be more efficient in our service delivery.

You may want to use the assistance of AI to research your answers to our application questions – we understand that it can be useful, but we really want to hear from you in your own words. While every AI-generated answer is different, it's often pretty obvious when AI has been used to generate answers, particularly when we review several answers that are very similar indeed. We strongly recommend that you don't just copy and paste from AI.

When filling in your application there will be some optional demographic questions shown on screen – your completion of these is voluntary and won't be linked to your application, so we hope you will help us by completing these as this information helps us make the process fairer.

Interviews

If you are invited to interview then you will usually have two interviews. The first interview will be with a group of care-experienced young people that we work with. We really value their opinion and they always have some really insightful comments. They want to hear about you as an individual, and will often suggest areas for the staff panel to explore further. You will also have an opportunity to ask the young people any questions that you may have about Become or their work with the organisation, but we would recommend that you refrain from asking questions about their personal lived-experience of the care system unless they bring it up themselves.

The second interview will be with Become Team Members and will again involve us asking you a series of questions. You will also have an opportunity to ask the panel any questions that you wish. We always strive to have a diverse interview panel because we want our recruitment decisions to be based on the basis of merit and not bias or prejudice, and we want you to feel comfortable during the interview process.

When we arrange interviews you will normally be sent a link with the option to choose your time slot – the sooner you respond to this e-mail the more options you'll have available. If the time slots available don't work for you please contact us and we'll be as flexible as we can be, but sometimes we are limited in our flexibility because of the diary constraints of getting the panels together.

It is our standard approach to give you the questions for our interviews in advance. We do this so that you can be prepared, focus on the content, and so that everyone has an equal opportunity to shine. You will no doubt want to write down some notes/bullet points of things you might want to say and that's absolutely fine. However, we strongly encourage you **not** to just read out a pre-prepared answer – this doesn't give us a sense of who you are, and it makes it harder for us to concentrate on the content of your answer.

As above, you might find AI useful in researching your answers but don't just read out what it tells you – it might not be correct, and it just doesn't sound that natural.

Communication

If you do have any queries during the application process please contact recruitment@becomecharity.org.uk. We encourage you to avoid contacting individual Team Members on Social Media about your application as this could potentially affect our anonymous recruitment process, which is designed to increase fairness and reduce bias in the process.