

Fair deal for job applicants

Staying true to the principles of our founding organisation, the Royal Society for the encouragement of Arts, Manufactures and Commerce (The RSA), of 'undertakings for the public good we take a practical view of social justice, moving from powerful thinking into practical action. We consider how our people, places and processes can best support social justice, putting this commitment into practice. Fundamental to this are inclusion and equity. Creating the culture in order to best deliver our vision in practical ways is what Our Distinctive Culture document seeks to support.

We are committed to recruiting and selecting job applicants fairly. To this end we will make every effort to ensure that you are served by the following standards:

- You will be treated in a polite, helpful and friendly manner at all times.
- We will try to take account of any particular needs you have.
- Whenever we contact you we will give you the name and telephone number of someone who will deal with any queries you may have. We will give you the name of anyone dealing with your telephone enquiry.
- Your application will be dealt with efficiently and confidentially.
- You will be kept informed of any delays that may occur, together with the reasons for them.
- All information provided to you will be written in plain language, accurate and produced to professional standards.
- All decisions will be made on merit and in line with the Job description/Person specification.
- We will take seriously any complaints or concerns you may have about your treatment as a job applicant. We will investigate these promptly and will let you know what we have done.
- Applications are not acknowledged. If we have not contacted you within two weeks of the closing date, you will not have been selected for interview. We will only be able to provide feedback to shortlisted candidates.

Thank you for your interest.