



VCA RECRUITMENT POLICIES

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Principles for Recruitment

The VCA is bound by the principles for recruitment set out in the Civil Service Commissioners' Recruitment Code, 5th Edition, March 2004 (<http://www.civilservicecommissioners.gov.uk>). The main points of this are:

1. Individuals will be selected on merit on the basis of fair and open competition;
2. Prospective applicants will be given equal and reasonable access to adequate information about the job and its requirements, and about the selection process; and
3. Applicants will be considered equally on merit at each stage of the selection process. That process will be based on consistent criteria relevant to the job and applied consistently to all candidates. Selection methods will be reliable, objective and guard against bias.

Equal Opportunities

As an Equal Opportunities employer, all applicants to the VCA are encouraged regardless of age, gender, race, colour, nationality, ethnic or national origins, disability, sexual orientation, marital status or working patterns.

Recruitment continues throughout the year as and when vacancies arise with posts being offered on a permanent or a fixed term basis.

Disabled Applicants

VCA is a signatory to the Education and Employment Departments "Two-Ticks" disability scheme. Applicants who meet the minimum criteria will automatically be invited to interview.

Minimum Entry Requirements

Most of our recruitment is for various specialist positions, but campaigns for administrative grades are also held occasionally. The minimum requirements for these positions will be shown in the advertisements. The selection process normally consists of a (paper) sift and if successful, applicants are invited to interview.



Nationality Rules

To be eligible for employment in the VCA you must be a British Citizen of the Commonwealth or the Republic of Ireland, EC Nationals and nationals of specified States of the European Free Trade area are also eligible to apply.

Please check the advertisements for details on how to request an application pack and the closing date for applications.

Contacts

Contact details for published vacancies are included in the advertisements and the Information to Applicants literature. For any recruitment enquiries please e-mail: recruitment@vca.gov.uk or telephone: 0117 9524168