

## Candidate Charter

Your experience as a candidate applying to Lincoln Diocesan Board of Education (LDBE) is incredibly important to us.

We want to demonstrate how the LDBE operates so you can see what makes us different and a fantastic place to work:

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you'll be given everything you need to make informed decisions.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

We will ensure you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Responding to enquiries promptly and usually within 24 working hours.
- Adopting a fair and consistent assessment process.
- Ensuring you have the documentation you need for interview, well in advance.
- Providing you with real insight about what it's like to be part of our team.
- Ensuring all offers are fair and equitable.
- Seeking feedback on your experience at every opportunity, so we can continue to improve.

In return, we ask that you:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when applying.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.
- Prepare yourself for interview and let us know how we can support you.