



Frequently Asked Questions

1. What is The Action Group?

The Action Group is a voluntary organisation that has developed a range of services for people with support needs and learning disabilities, plus their carers. These include housing support, money advice, assistance with employment, and services for children and young people. For more information see www.actiongroup.org.uk.

2. How do I apply?

Fill in the enclosed application, self-declaration and equal opportunities forms. You can then either post these to the address on the front of the form or e-mail them to recruitment@actiongroup.org.uk.

3. Who should I list as my referees?

Use your current or (if not working) your most recent employer. For the second referee list either former employers or tutors. We do not usually accept pre-written references or those from friends.

4. When will I hear back from you?

If you provide an e-mail address we will acknowledge your application within three working days of its receipt. Further contact will depend on whether vacancies are available and when the short listing takes place. If you have not heard from us after a month please call HR on 0131 475 2315.

5. What is a Casual Support Worker?

This is relief work, providing shift cover for absences, vacancies and holidays. There are no permanent hours and the worker is able to accept or decline any offers of work as they choose.

6. Will I be interviewed?

All candidates whose applications meet person specification criteria will be interviewed.

7. I have a disclosure certificate already. Will I have to apply again?

Yes. You will be sent a disclosure form if invited to interview. Your previous disclosure number can be added to the form which may speed up the vetting process.

8. What other pre-employment checks are there?

If invited to interview you will be sent a medical questionnaire and consent form to check for any health issues which may affect your ability to do the job applied for. References will also be checked.

9. Any tips for my application?

Read through the job description and person specification carefully before you fill in the form as these will assist you in completing sections 7-10.