

Applying for Acas jobs

1 . Finding Acas vacancies

You can:

- [search and apply for jobs on the Civil Service Jobs website](#)
- [read guidance on using Civil Service Jobs on GOV.UK](#) if you need help

When searching, select 'Advisory, Conciliation and Arbitration Service' from the Organisation filter.

2. How we assess applications

When applying for a job at Acas we will assess you using 'Success Profiles'. Success Profiles are the recruitment framework used within the Civil Service.

We use a variety of selection methods to assess candidates against Success Profile elements. This helps with finding the right person for the job and improves diversity and inclusion.

Civil Service Success Profiles

The job advert will say which Success Profile elements you need to demonstrate to show why you are the most suitable person for the role.

The Success Profile elements that we can assess you against when recruiting are:

- Behaviours – to understand whether you have the skills to carry out specific tasks, by asking for examples of your experience
- Strengths – to find out about you, what you enjoy doing, and how and when you work at your best
- Ability – to understand whether you have the ability or potential ability to do the job
- Experience – to understand how your experience has improved your knowledge of, or skill in, a subject or task
- Technical – to understand how you demonstrate specific professional skills, knowledge or qualifications

[Find out more about Civil Service Success Profiles on GOV.UK](#)

Behaviours you might be assessed against

There are 9 Behaviours that you might be assessed against:

- Seeing the Big Picture
- Leadership
- Communication and Influencing
- Changing and Improving

- Making Effective Decisions
- Working Together
- Developing Self and Others
- Managing a Quality Service
- Delivering at Pace

Depending on the specific job role, the job advert will say which Civil Service Behaviour you need to demonstrate in your application.

You will not be asked to demonstrate all 9 Civil Service Behaviours for one role. It's important to carefully read the requirements in the job advert and to include evidence in your application to show you have the right skills and experience for the job.

3. How we decide who to interview

Decisions on who to interview are based on how we assess you against the [Success Profiles](#).

Before we review applications, all personal information, such as your name, will be removed.

Once the deadline for applications has passed, we will review the applications. If you're successful, you will be invited for an interview.

If you're disabled

Acas is part of the Disability Confident Scheme. This means we encourage applications from disabled people.

For example, in the job application form we'll ask about [reasonable adjustments](#) you might need for an interview, so that you can take part fully.

We'll usually give you an interview if you're disabled and you meet the minimum job requirements. If we get a very high number of applications from disabled people, we might only be able to interview those who've submitted very strong applications.

If you're offered an interview

To get the most suitable interview date and time for you, it's a good idea to book your interview as soon as possible. You can do this through your [Civil Service Jobs account on GOV.UK](#).

The interview will last 45 minutes to an hour and will consist of interview questions based on the Success Profile elements.

We will usually be in touch with the outcome of your interview within a week. In some cases it may take longer.

For some jobs, we'll create a 'reserve list'. If you do not get the job but you score highly at interview, you might be put on this list. For up to 12 months, you'll be considered for jobs with similar requirements and at a similar grade. We'll get back in touch if we think you could be suitable.

Regardless of the outcome of your interview, you can ask for feedback to help you in future applications.

4. Checks before starting work

Successful applicants will need to pass the following checks before starting work:

- right to work in the UK
- Disclosure and Barring Service (DBS) – a criminal record check

- employment history checks
- identity checks

Depending on the job, additional security checks may be needed.

[Find out more about the right to work in the UK on GOV.UK](#)