

Reach Learning Disability - GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for requesting details of this appointment. We are pleased to enclose an application form together with a job description, person specification and any other information which will assist you to complete your application.

Equality and Diversity

Reach Learning Disability is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by the Reach Learning Disability should ensure that individuals are selected only on the basis of their relevant merits and abilities.

The Application Form

This has four pages that should be completed, and requires you to sign a declaration certifying that all the information you have provided is accurate. Please note that providing incorrect information or deliberately omitting any information requested may result in either disqualification from the selection process, or if the discovery is made after appointment, summary dismissal.

Equal Opportunities Monitoring Form

This is required as part of Reach Learning Disability Equality and Diversity Policy. The information collected will form a confidential statistical record, which will not be used for any purposes other than monitoring Reach Learning Disability policy on Equality and Diversity. We recognise that applicants may feel reluctant to declare a disability. However, we would encourage you to do so as Reach Learning Disability have a policy of offering positive support and assistance to staff with disabilities.

The Job Description – this provides information on the duties required to perform the job being advertised. It will normally describe the main purposes of the job and the tasks and duties to be performed.

The Person Specification – this is a summary of the main characteristics a person needs to perform the job. This aids the shortlisting process and helps to avoid unfair recruitment by ensuring that only relevant and reasonable selection criteria are used.

It is essential when completing the statement in support of your application that you address all the points listed in the person specification to show how your experience is relevant to the post, using examples to illustrate this. Each point on the specification can be used as a heading in your statement. Additional sheets of paper may be attached to your application if required.

For photocopying purposes, it is essential that applications are typed or completed in black ink. Completed applications should be returned in good time before the closing date, as applications received after this date cannot be considered due to timetabling of interview dates.

All applications should be returned to Angela Mallory, Executive Administrator, Reach Learning Disability, Hawtonville Community Centre, St Mary's Gardens, Newark NG24 4JQ. Or email angela.mallory@reachuk.org. It is acceptable to send a CV with your application form/statement of support but CVs will not be accepted without a completed application form.

You should note that only applicants who have a right to work in the UK will be considered for the position.



Reach Learning Disability

Hawtonville Community Centre
St Mary's Gardens
Newark
Notts
NG24 4JQ

Tel No. 01636 671939

Email: angela.mallory@reachuk.org

Application for Employment

Please write in block capitals or type and return the completed form for the attention of Angela Mallory at the address above or by e-mail.

Position applied for:



Personal Details

Surname: _____

Address: _____

First Name(s): _____

Telephone No: _____ (Home)

_____ (Work)

Postcode: _____

Email Address: _____

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

Do you have the right to work in the UK?

YES/NO

Do you hold a current UK driving licence?

YES / NO (delete as appropriate)

Do you have access to a car for work purposes?

YES / NO (delete as appropriate)

Education

(List All Qualifications Held and Year Obtained)

Qualification

Year Obtained

Suitability for This Post

Please indicate how you meet the criteria for this post (please use separate sheet if necessary)

References

Please give names and addresses of two people who we may contact for a confidential reference regarding your suitability for this post. One of these must be your present employer or, if unemployed, your last employer. Other references could include a previous employer or some other appropriate person unrelated to you.

1st Referee

2nd Referee

Name:	_____
Address:	_____ _____ _____
Postcode:	_____
Tel No:	_____
Position	_____
<i>I do not wish you to contact this referee prior to interview</i> <input type="checkbox"/>	

Name:	_____
Address:	_____ _____ _____
Postcode:	_____
Tel No:	_____
Position	_____
<i>I do not wish you to contact this referee prior to interview</i> <input type="checkbox"/>	

Have you ever been convicted of a criminal offence? YES / NO
(Declaration subject to the Rehabilitation of Offenders Act 1974)

Please tell us if there are any dates when you will not be available for interview

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature: _____ **Date:** _____

EQUAL OPPORTUNITIES MONITORING FORM

Reach Learning Disability is committed to a policy of Equal Opportunities in Employment. One of the aims of this policy is to ensure that discrimination on the grounds of race or sex, or disability is avoided. To ensure that this policy is fully and fairly monitored would you please complete this form and return it with the application form. The information collected will form a confidential statistical record which will not be used for any purpose other than Reach Learning Disability policy on Equal Opportunity.

Post applied for Vacancy Date

Date of Birth

D	D

M	M

Y	Y

Please mark with an 'x' the boxes which most closely describe you

I am female male

- | | |
|---|---|
| <input type="checkbox"/> White - British | <input type="checkbox"/> Asian or Asian British - Bangladeshi |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Chinese or other Ethnic background - Chinese |
| <input type="checkbox"/> Other White Background | <input type="checkbox"/> Other Asian Background |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Mixed - White and Black African |
| <input type="checkbox"/> Other Black Background | <input type="checkbox"/> Mixed - White and Asian |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Other Mixed Background |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Other Ethnic background |

Disability

Definition: The Equality Act 2010 defines a disabled person as one who has physical or mental impairment which has substantial and long term adverse effect on his/her abilities to carry out normal day to day activities.

Do you have a disability? YES NO

If yes, what is the nature of your disability?

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