**

**APPLYING FOR A JOB WITH**

**West Sussex Mind**

**Notes and Information**

**for Applicants**

###### Please read these notes carefully before completing your

**Application Form**

Contents

**For all applicants**

**Working for us**

**Guidance Notes for completing the Application Form**

**Equality and Diversity Policy**

**Policy Statement on the Recruitment of Ex-offenders**

**For short listed candidates:**

**Information for Short listed Candidates**

**Policy Statement on Secure Storage**

**Criminal Records Form**

WORKING FOR US

Staff and Volunteers

At West Sussex Mind we place a very high value on the work of our staff and volunteers as we depend heavily on their skills and dedication in order to provide excellent services. Working with us requires a real understanding and appreciation of our beliefs and values and the ability to apply them in day-to-day work.

We want everyone to be able to give of their best and to derive personal satisfaction and fulfilment from their work. We encourage a culture that is friendly and welcoming to all and we continually aim to create an environment that supports learning, growth and personal development.

We are proud of our Investors in People status and offer the widest opportunities possible for training and professional development, recognising this is an essential ingredient in providing quality services and in the overall success of the organisation.

Employee Rewards

Payments and Benefits

* A competitive salary
* 6% Employer’s pension contribution
* Sick pay entitlement
* Travel allowances

Training and Development

* A commitment to personal and professional development and lifelong learning
* A culture that encourages initiative and creativity
* Comprehensive induction
* Mandatory training programme
* Additional training relevant to role
* Regular supervision
* Annual appraisal

GUIDANCE NOTES

FOR COMPLETING THE APPLICATION FORM

Please read these notes carefully, together with the Job Description and Person Specification, before completing the Application Form. CVs are not accepted.

The Job Description sets out the background to the post and the main responsibilities and tasks. The Person Specification lists the skills, experience and any qualifications that we consider essential or desirable for the postholder to have in order to do the job. Think about why you are interested in the job, the attributes we are seeking and how your own skills and experience tie in with what the job involves.

The Application Form provides all the information that will be used to decide whether or not you will be invited to an interview, and these guidelines are here to help you to complete it as well as you possibly can.

|  |  |
| --- | --- |
| 1 | Please use black ink so that the form can be easily photocopied. |
| 2 | Read through the whole form before starting to fill it in. Then read through each section before completing it. It may be helpful to do a rough draft first. |
| 3 | Please complete all sections of the form. If a question is not relevant, or does not apply to you, please put N/A (Not Applicable) |
| 4 | Be factual and accurate and make sure the information you give is well organised and relevant. |
| 5 | **Supporting Information:** In this section please demonstrate how your experience meets each of the requirements listed in the Person Specification, and give examples. You may have gained relevant experience through work, home, voluntary, or other activities. Continue on a separate sheet if necessary. Short-listing will be based on the details you give of your ability to meet the criteria described for the post. You may wish to list your experience under the same headings as are used in the Person Specification.**Remember** - tell us what you want us to know - we will not guess or make assumptions |
| 6 | References: We ask for the names of two referees, one of which should be your current or most recent employer. References from family or friends are not acceptable. Employment is offered subject to the receipt of satisfactory references. |
| 7 | Equal Opportunities Monitoring Form: In order to monitor the effectiveness of our Equal Opportunities Policy it will be very helpful if you would complete this form. It will be detached from the Application Form before short listing and the information supplied will be kept confidential and only used for monitoring purposes. |
| 8 | When completed, please read through the Application Form to make sure there are no errors and that you haven't left anything out. |
| 9 | Please ensure that the form reaches us by the Closing Date as applications received after this date will not be considered. |
| 10 | All information in this application will be treated in confidence and only information relevant to the post will be considered in the selection process. |

FURTHER INFORMATION

In this section we have included the policies that are the most relevant to people applying for work with us. If you are appointed, your Induction will include reading our Staff Handbook containing all our policies.

**Equality and Diversity policy**

**Policy Statement**

We are committed to:

* offering equal opportunities to everyone in all areas of our work and activities.
* treating all individuals fairly, and with dignity and respect, regardless of physical characteristics, sexual orientation, cultural background or religious beliefs.
* providing a safe supportive and welcoming environment for all who use our services, staff, volunteers and visitors.
* creating a culture where everyone can thrive and give of their best.

**Principles and Practice**

* We will promote the principles of equality and the benefits of diversity throughout West Sussex Mind and in our relationships with the community as a whole.
* We will aim to eliminate unfair discrimination by maintaining an environment in which individual differences and the contributions of all our service users, staff and volunteers and are recognised and valued.
* Within the organisation and in our relationships with other organisations, we will seek to maintain a climate and culture opposed to all forms of prejudice and unfair discrimination.
* We aspire to greater diversity within West Sussex Mind in order to reflect the community we serve and to ensure our services truly reflect their needs.
* We aim to have a workforce that is truly representative of all sections of the community and will regularly review our recruitment policy and procedures to ensure that we recruit staff and volunteers fairly, legally and in accordance with best practice.
* We will provide education and support to ensure that all our staff and volunteers fully understand the importance and relevance of equality and diversity at West Sussex Mind.
* We aim to help and encourage all staff and volunteers to develop their full potential by ensuring that their individual skills and attributes are fully recognised, utilised and developed to provide the best possible delivery of services.
* We will ensure that no form of harassment, bullying or intimidation is tolerated within the organisation.
* We will monitor the effectiveness of what we do in these areas and continually seek to improve our performance.
* Our detailed policies will ensure we implement this policy statement.

Criminal Records

Members of staff and volunteers at West Sussex Mind work closely with vulnerable adults. We therefore need to take steps to ensure that the people who use our services are protected from any form of abuse. If you are appointed to a staff position you will be asked to provide information to enable us to check any criminal record you may have with the Disclosure and Barring Service - this is made clear in the covering letter sent with these details and on the Application Form. Having a criminal record will not necessarily bar you from working with us - this will depend on the offence and the relevance of the offence in relation to the position applied for.

At interview/assessment, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar ex-offenders from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

FOR SHORT LISTED CANDIDATES

If you are invited for an interview, please read this section carefully.

Information for Short listed candidates

The post you have applied for involves working with vulnerable people. If you are offered and accept the post we will need to undertake a criminal records check before the appointment is confirmed. Because of the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. You are therefore asked to disclose details of any criminal record you may have.

**Please complete the Criminal Record form attached, put it in an envelope marked ‘Confidential’ and bring it with you to your interview.**

Information will be kept confidential and will only be used in relation to the application for the post. Failure to disclose previous convictions may lead to withdrawal of an offer of employment.

You will have the opportunity to discuss details of any offences during your interview. Criminal records will only be taken into account for recruitment purposes if they are relevant to the post.

***Having convictions will not necessarily bar you from employment. This will depend on the circumstances and background of the offence(s).***

**If you are offered and accept the job,** in order to obtain a Criminal Records Check, you will be asked to complete a Disclosure and Barring Service Disclosure Application Form so that we can apply for the information we need. The level of Disclosure required for this post is stated on your Application Form. Disclosures include details of cautions, reprimands or final warnings as well as ‘spent’ and ‘unspent’ convictions.

You will also be advised about documentation you will need to produce as proof of identity, before the Form can be submitted.

Eligibility to work in the UK

Please note that if you are appointed you will be required to produce documentary evidence to show that you are eligible to work in the UK.

**CRIMINAL RECORDS FORM**

## for Short Listed Candidates

Please complete this form, put it in an envelope marked ‘Confidential’ and bring it with you to your interview.

# NAME: ………………………………………………………………………….

**POSITION APPLIED FOR:** ………………………………………………….

**Vetting and Barring Scheme:** Some jobs include working with children and/or vulnerable adults and are classified as ‘regulated activity’. You may not apply if you have been barred from working with these groups.

Are you barred from working with these groups? **YES NO**

Further information on the Vetting and Barring Scheme can be obtained from the Independent Safeguarding Authority Tel: 0300 123 1111 or on their website at: http//:www.isa-gov.org.uk

**Criminal Convictions:**

**Have you ever had any Criminal Convictions? YES NO**

**Have you ever had any Cautions, Reprimands**

**or Final Warnings from the Police? YES NO**

**If the answer to either of these questions is YES, please give details below:**

……………………………………………………………………………………

……………………………………………………………………………………

……………………………………………………………………………………

……………………………………………………………………………………