# **Information for Applicants**

Please read this information and the Job Pack for the role before starting your application. This will include a Job Description that explains the responsibilities of the job and the Person Specification setting out the skills, knowledge and experience needed to do the job. You will also find details of the Values and Behaviours we expect from our staff, plus an outline of the terms and conditions for this job.

### Data Protection Act 1998

Information provided by you in this application form or CV will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your Human Resources record.

**Two Ticks disability symbol**

Our commitment to the Two Ticks disability symbol means that any person with a disability, whose application clearly shows that they meet the essential requirements in the person specification, will be invited for interview.

**Investor in People**We are an Investor in People and believe development is essential for you and the organisation. We offer a range of opportunities for training, including sign language. You will be encouraged to develop your own skills, set your own objectives and agree an annual personal development plan with your manager.

**Equal Opportunities**Our equal opportunities policy aims to ensure that every applicant is treated fairly. Your application and how it meets out person specification is the only information on which we decide whether or not you will be shortlisted for an interview. We ask you to fill in the equal opportunities form, so that we can monitor whether we are reaching all sections of the community and to check that our recruitment processes operate fairly.

**Criminal Records**

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a post. You will be asked to disclose convictions which are not ‘protected’ under the Rehabilitation of Offenders Act 1974. The person specification will tell you if this applies to the post. Offers of employment to these posts will be subject to satisfactory enhanced and barring list checks for criminal records with the Disclosure and Barring Service, AccessNI or Disclosure Scotland before the appointment is confirmed.

Applicants should tick “Yes” in the relevant section of the application form if you have any criminal convictions. Applicants for posts that are exempt from the Rehabilitation of Offenders Act 1974 (which will be stated on job description and person specification) who tick “yes” are also required to provide further information on convictions, cautions, reprimands in a sealed envelope marked HR Team, Private and Confidential.

**Accessible Versions**If you require an accessible version of this form or associated recruitment documents, please contact the AskHR team via email [askhr@hearingloss.org.uk](mailto:askhr@hearingloss.org.uk) or 0207 296 8066

**Please complete all sections below and return your application form by email to**

[jobs@hearingloss.org.uk](mailto:jobs@hearingloss.org.uk) or by post to Action on Hearing Loss, 19-23 Featherstone Street, London, EC1Y 8SL

Confidential

Thank you for your interest in Action on Hearing Loss (RNID). Please complete this form in black ink

|  |  |  |
| --- | --- | --- |
| **Application for the post of:** | Closing date (Internal use): | Job ref no **(please fill this in)** |

**Personal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title:** | **First name(s):** | | |  | **Last name:** | |
|  |  |  |  | | | |
| **Address:** | |  | **Home** | | |  |
| Telephone: | | | Mobile: |
| Textphone: | | | Email: |
| **Work** | | |  |
| Telephone: | | | Mobile: |
| Textphone: | | | Email: |
| Where possible, all correspondence will be sent via email. | | | |

**Education, qualifications and training**

Include qualifications obtained and any other training courses attended.

|  |  |
| --- | --- |
| **Education, qualifications and training** | **Dates** |
|  |  |

**Professional Membership**

|  |
| --- |
| **Please give details (if applicable)** |

**Employment history**

### Current or most recent employment

|  |  |  |
| --- | --- | --- |
| **Employer:** |  | **Job title:** |
|  |  |  |
| **From** (month, year):    **To** (month, year): |  | **Salary and benefits:** |
|  |  |  |
| **Summary of duties:**      **Reason for leaving:** | | |

### Previous employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Job title with a brief explanation of duties** | **Employer** | **Reason for Leaving** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Dates** | **Job title with a brief explanation of duties** | **Employer** |
|  |  |  |

**Gaps in your employment – Please provide information on any gaps in employment**

Please include all periods of unemployment, travel etc, in the space provided so there are no gaps in the records.

|  |  |  |
| --- | --- | --- |
| **Dates From (month/year)** | **Dates From (month/year)** | **Reason** |
|  |  |  |

**Qualities, knowledge and experience**

**The next two sections are an important part of the application. Please read the job pack, person specification and above guidance notes before completing.** You should show how you meet each requirement of the person specification and explain how you are able to demonstrate how you can work with our values and behaviours by providing details of your qualities, knowledge and experiences gained in employment, voluntary work or elsewhere.

|  |  |
| --- | --- |
| **No.** | **Qualities, knowledge and experiences** |

**Action on Hearing Loss Values and Behaviours**

|  |  |
| --- | --- |
|  |  |

Please continue on a separate sheet if necessary.

References

Please give details of two referees who are able to comment on your work ability. One referee should be your current or most recent, employer. References must cover the last three years of employment.

**For roles within Care & Support, we will require references for previous employment covering the last 3 years. If necessary, this information should be provided on a separate sheet.**

|  |  |
| --- | --- |
| **Name:**    **Employer’s name and address:**      **Postcode:**    **Tel/Textphone:**  **Email:** | **Name:**    **Employer’s name and address:**      **Postcode:**    **Tel/Textphone:**  **Email:** |
|  |  |
| **Relationship of Referee to you:**      May we contact this referee before interview? Yes  No | **Relationship of Referee to you:**      May we contact this referee before interview? Yes  No |

**Equality Act 2010 - Disability**

|  |  |
| --- | --- |
| Action on Hearing Loss has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. The DDA 1995/Equality Act 2010 defines disability as a “physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day to day activities”.  Do you consider yourself to have a disability, in accordance with the Act? Yes  No |  |

|  |  |
| --- | --- |
| Do you require any special arrangements if asked to interview to ensure you receive a fair interview, for example a sign language interpreter, lip speaker, speech-to-text operator, audio transcription, wheelchair-accessible interview room etc… |  |

**Criminal records / convictions**

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a post. You will be asked to disclose convictions which are not ‘protected’ under the Rehabilitation of Offenders Act 1974. The person specification will tell you if this applies to the post. Offers of employment to these posts will be subject to satisfactory checks for criminal records, Adults’ Barred List and Children’s Barred List with the Disclosure and Barring Service, AccessNI or Disclosure Scotland before the appointment is confirmed. These checks will request details of cautions, reprimands or final warnings, plus any convictions and will check if you are on the Adults’ and Children’s Barred lists.

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  Please note for ‘Disclosure Scotland’ checks there are no ‘protected’ convictions or cautions. | Yes  No |

If “yes”, declare convictions in a sealed envelope marked ‘HR Advisor, Private and Confidential, Addressee Only’.

**Finally**

|  |  |
| --- | --- |
| If you are not a member of the European Community, do you require a work permit? | Yes  No |
|  |  |
| If you were appointed, when would you be able to take up the post? |  |
|  |  |
| Where did you see the post advertised? |  |
|  |  |

For monitoring purposes, please complete the attached equal opportunities form and return it to us. Appointments are based on acceptable references and may also include a satisfactory medical report from a medical practitioner appointed by Action on Hearing Loss. Applicants selected for interview will be informed within four weeks of the closing date. If you have not heard from us within this time, it will be because we have decided not to take your application any further. If you would like us to acknowledge your application, please enclose a stamped addressed envelope.

I confirm that the information on this form is correct, even if submitted electronically without signature. I understand that false or misleading information or failure to disclose a conviction as defined above, may lead to dismissal. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

|  |  |
| --- | --- |
| Signed | Date |

Please return this form to the AskHR team via email to [jobs@hearingloss.org.uk](mailto:jobs@hearingloss.org.uk) or by post at Action on Hearing Loss, 19-23 Featherstone Street, London, EC1Y 8SL

**Equal opportunities policy in recruitment and selection**

**✂ This page will be detached from your application**

Our recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the job for which they have applied. No job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the job. The only requirement for selection is the suitability of the applicant for the post. We are committed to ensuring that every applicant applying for a post within Action on Hearing Loss is treated fairly.

## Monitoring

The Equal Opportunities Commission, the Commission for Racial Equality, the Disability Rights Commission and the Northern Ireland Fair Employment Commission strongly recommend that monitoring is carried out effectively and we fully support this. HR will treat the following information as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our equal opportunities policy. Your application will not be affected by the information provided and will be separated from your application form on receipt. Answering the questions below is voluntary\*, but your co-operation would be of great value.

\*With the exception of applicants in Northern Ireland, as required by the Fair Employment and Treatment Order 1998 (see overleaf).

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| --- | --- | --- |
| **Application for the post of:** | **Job ref no (if known):** | **Date:** |

**Where did you hear about the vacancy?**



|  |
| --- |
|  |

Newspaper – please state title:



Action on Hearing Loss website Enquired at office



*Jobsincharities* website Word of mouth



|  |
| --- |
|  |

Other – please state:



Male Female

 Have you ever identified as transgender?

**Marital status:**



Single Married/ Separated

Civil Partner



Widowed Divorced Other



Do you consider yourself to have a disability?\* Yes No

If yes, please provide further details:

|  |
| --- |
|  |

The Equality Act 2010 defines a disabled person as a person with a disability. A person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

**Age group**



18-29 40-49 60-65



30-39 50-59 66+

**What is your ethnic group?**

Grouping is based on the categories used in the census in England & Wales. Choose 1 section from (a) to (f) then tick the appropriate box to indicate your cultural background.

1. **White**



**b) Mixed**



English White & Black Caribbean



Northern Irish White & Black African



Scottish White & Asian



Welsh Any other mixed background

(Please specify):



|  |
| --- |
|  |

Any other White background

(Please specify):

|  |
| --- |
|  |

**c) Asian or Asian British d) Black or Black British**



Indian Caribbean



Pakistani African



Bangladeshi Any other Black background

(Please specify):



|  |
| --- |
|  |

Any other Asian background

(Please specify):

|  |
| --- |
|  |

1. **Chinese f) Any other background**



Chinese (Please specify):

|  |
| --- |
|  |



Any other Chinese background

(Please specify):

|  |
| --- |
|  |

**Sexuality**

**** Lesbian **** Gay

**** Bisexual **** Heterosexual

**** I do not wish to disclose my sexual orientation

**Religious/Belief**

**** Atheism **** Buddhism

**** Christianity  **** Hinduism

**** Islam **** Jainism

**** Judaism **** Sikhism

**** Other **** I do not wish to disclose my religion/belief

**Northern Ireland vacancies only**

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are asking you to indicate your community background by ticking the appropriate box below. If no box is ticked, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on the application form. Please note that it is a criminal offence under the legislation for a person to give false information in connection with the preparation of the monitoring form.



I am a member of the Protestant community



I am a member of the Roman Catholic community



I am a member of neither the Protestant nor the Roman Catholic community