

Candidate Guidelines

Please read these notes carefully before completing your online application form.

General Information

We ask that all candidates complete the online application form associated with the vacancy they wish to apply for; you are required to complete a separate form for each advert responded to. Application packs are available for those that require the form in Braille, large print, disk or on audiotape. If you submit your application in Braille, or on tape, it is likely that it will be transcribed. This means that the contents of your form may be seen by a Sense worker other than the Managers responsible for short listing applications. Your application will still be treated in strictest confidence.

Unless otherwise stated, the vacancy will be removed from the website at midnight on the closing date; late applications will not be accepted.

Why work for Sense?

Sense is a great organisation and we pride ourselves in making a positive difference to the lives of the people we support. For more information on our benefits please visit

<https://www.sense.org.uk/content/why-work-sense>

Employing those under school leaving age

In England, people can leave school on the last Friday in June as long as they will be 16 by the end of that school year's summer holidays. If they were born on or after 1 September 1997 they must stay in some form of education or training until their 18th birthday.

This could mean that they:

- Stay in full time education, for example, at school or college
- Take up an apprenticeship or traineeship

- Undertake part-time education or training, as well as being employed, self-employed or volunteering for 20 hours or more each week

In Wales, people can leave school on the last Friday in June, as long as they will be 16 by the end of that school year's summer holidays.

In Northern Ireland, if they turn 16 during the school year (between 1 September and 1 July) they can leave school after 30 June. If they turn 16 between 2 July & 31 August they can't leave school until 30 June the following year.

If a young worker is offered employment by Sense in England, it is a requirement that Sense applies for a permit from the relevant local authority in order to employ them. The permit must be signed by one of the parents of the young worker and must be granted before the young worker commences their employment with Sense or registers as a casual worker. If the permit is not granted by the local authority Sense will unfortunately have no choice but to withdraw the offer of employment.

Adult direct care roles

Skills for Care, being the employer-led workforce development body for adult social care in England, has produced good practice guidance relating to employing 16 – 17 year olds in roles that provide direct care to adults, which Sense endeavours to follow. The guidance explains that young workers can be employed in adult social care and can expect the same levels of support that employers provide for any member of staff. The guidance is clear, however, that the following needs to be in place first:

- The young worker has completed, or is undertaking, an approved training programme in health and social care (such as an apprenticeship). (Approved training programmes are those which are recognised by Skills for Care as leading to qualifications that are included in the Qualifications and Credit Framework);
- An assessment needs to have taken place by the registered manager or a delegated person in respect of the competence and confidence of the young worker to carry out all the tasks required of them, including, where necessary, intimate personal care; and
- The consent of the person being supported and/or their advocate has been obtained

Where an offer of employment (or registration for casual workers) is made to a person under the age of 18 it will be subject to compliance with the law and guidance on employing such persons within that part of the UK, along with any requirements in respect of the role that is being undertaken where direct care is being provided.

If you are offered a role with Sense and are under school leaving age please make your line manager & HR contact aware once an offer has been made.

Section 1 Personal Details

This section tells us how we can contact you.

The Asylum and Immigration Act 1997 requires employers to ask employees if they are eligible to work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before commencing employment.

Section 2 Positive about Disabled People

Sense is proud to hold the positive about disabled people accreditation. We will guarantee an If you qualify for this scheme, and wish to opt in, please check the relevant box.

Please also indicate within this page if there is any way Sense could support you if you were invited to interview such as copying interview materials onto coloured paper, providing a BSL interpreter or utilising a room that is wheelchair accessible. If you have a preferred interpreter and wish to use the support Access to Work offer to arrange support as you normally would please do let us know. Please note this information will only be used to ensure the interview facilities are suitable.

Section 3 Education & Employment History

Sense works with people who are dual sensory impaired with other disabilities, some of whom could be vulnerable to abuse. For this reason we make detailed checks on the background of all new staff; in locations that are CQC / OFSTED / NISCC registered it is a requirement to document your full working life history; this commences from the day you first left full time education. When completing the application form please state all roles (including volunteering) that you have held and also identify any gaps in employment with a brief outline of what you were doing during this time. You will be unable to progress to the next page of the application form until all history has been added, the web page will provide you with prompts to aid this.

This section will first ask you to confirm the month and year that you left school or full time education that followed straight from school, following on from this you will be asked to confirm time periods that relate to the following activities

- Education / training - Do not be put off if you have nothing to write in this section, as not all jobs require formal qualifications. However, if the personal specification does state that certain qualifications are required or preferred do include these if appropriate.
- Previous Employment
- Current Employment
- Gap in employment

Please ensure you complete each section fully ensuring that no time gaps remain.

Section 4 Meeting the Requirements of the Role

Please find attached to the advert for this role the Job Description and Person Specification. The Job Description details the responsibilities and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before completing this form.

The Person Specification details the type of person we are looking for to do this job. For certain roles within Sense a **service one page profile** is also used, this provides you with further, more specific, information on the role you are applying for and the people you may support. This profile may explain the hours of work, the equipment you may be required to use or the activities that those that live within that location like to do. The one page service profile will be accessed from the additional information link if applicable.

Please refer to Sense's 'Vision and Values' and read the 'I Statements', the I Statements detail the qualities required to do this job, please explain to us in the 'Meeting the Requirements of the Role' section what these statements mean to you *and* how you would apply these in practice.

Managers will use the information supplied within this section to shortlist candidates in relation to the **Sense I Statements** and the Personal Specification, therefore it is very important you complete this section thoroughly.

Section 5 Other Information

In order to ensure that Sense operates in a fair and equitable manner we have a policy which requires any close personal relationships which may overlap with working relationships to be declared. All applicants are therefore required to declare any close personal relationships

with a deafblind person in receipt of our services, a current employee or a volunteer. The existence of a close personal relationship will not necessarily preclude applicants from employment with Sense.

Section 6 References

You are asked to provide details of previous employers who can tell us about you and whether or not they would consider you to be suitable for the job for which you have applied. A professional reference is required for most roles; a professional referee must know you in a professional capacity, this can be someone who knows you through either paid or voluntary work. For roles within a CQC regulated service we will require a reference from your **most recent employer** (if you have been employed in the past).

If you are not able to provide an employment reference, you should then provide details of a personal referee. A personal referee should know you in a personal capacity e.g. close friend, work colleague, someone you have volunteered with or a friend of the family, this referee should hold a professional role, not be a relative and must have known you for a minimum of two years.

Sense will require a **minimum of two references** that combined cover a **minimum of the past two** years. Sense will be required to receive appropriate references before you commence your employment, therefore it is very important you complete the contact details as well as you are able to prevent delays.

Please note two referee contacts from the same previous employer only count as one reference.

If you have no previous employer, please contact the HR Shared Services Team via hr@sense.org.uk who will advise you accordingly.

Section 7 Rehabilitation of Offenders

The vacancy for which you are applying requires you to undertake regulated activity where you are working with vulnerable adults or children, and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to complete this section of the form and you should declare any convictions, cautions, reprimands and final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or any proceedings pending against you.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.

You do not need to disclose a conviction:

- If it is more than 11 years old (or more than 5.5 years old if you were under 18 at the time of the offence) AND
- It was your only offence AND
- It did not result in a custodial sentence.

You do not need to disclose a caution:

- If it more than more than 6 years old (or more than 2 years old if you were under 18 at the time of the offence)

However, there are certain offences which are relevant to safeguarding that you will still need to disclose regardless of how long ago they were committed - a list of these offences can be found at : <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Please also refer to the flow chart on **page 7**. All information on this section of the form is treated in the strictest of confidence and will only be considered if you are successfully appointed to the role for which you have applied.

Full details of Sense's Rehabilitation of Offenders Policy is available on request from hr@sense.org.uk

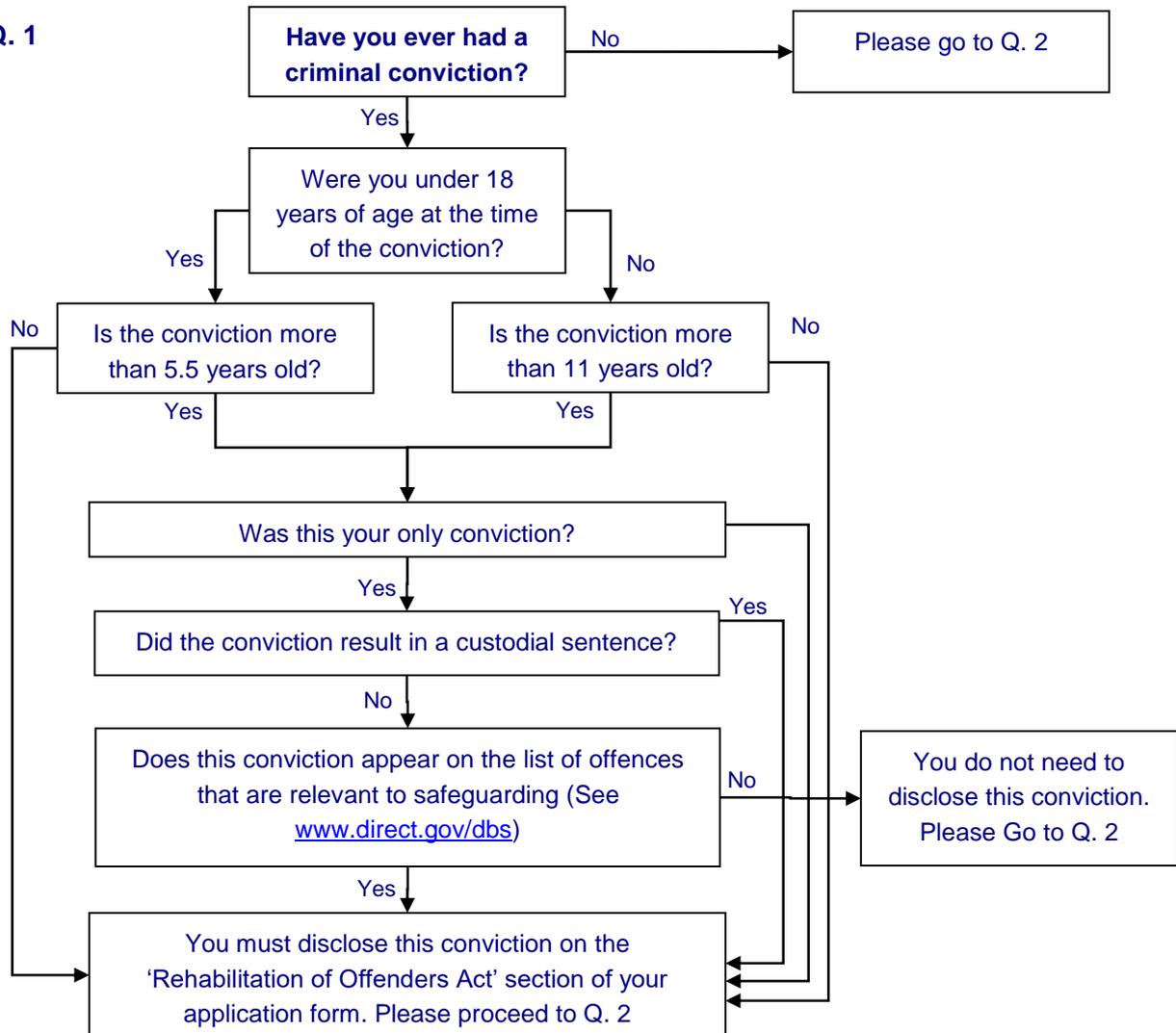
Section 8 Equal Opportunity Monitoring

Sense is committed to Equal Opportunities. All our Managers have a responsibility to ensure that all recruitment decisions are based on criteria relevant to the job. Sense will not discriminate unfairly on the grounds of an applicant's sex, race, skin colour, disability, ethnic or national origin, religious belief or lack of it, marital status, sexual orientation, responsibility for dependants, age, appearance, social background, membership of a Trade Union or offending background.

Sense monitors all applications for employment. It would be helpful if you will complete the monitoring form at the end of the online application form. This section of the application form is not viewed by the recruiting manager at any time during the recruitment process.

Full details of Sense's Equal Opportunity Policy are available on request from hr@sense.org.uk

Q. 1





Q. 2

