



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. 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.

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 UK 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 interview to all candidates with a disability who meet the essential criteria for a



particular role. 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 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 applying.

Section 4 References

You are asked to provide details of suitable people who can tell us about you and whether or not they would consider you to be suitable for the role 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.

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 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 role, 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 could 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 5 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) Candidate Guidelines Page 8 of 10 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-willnever-be-filteredfrom-a-criminal-record-check> Please also refer to the flow chart on page 9. 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 6 Equal Opportunity Monitoring

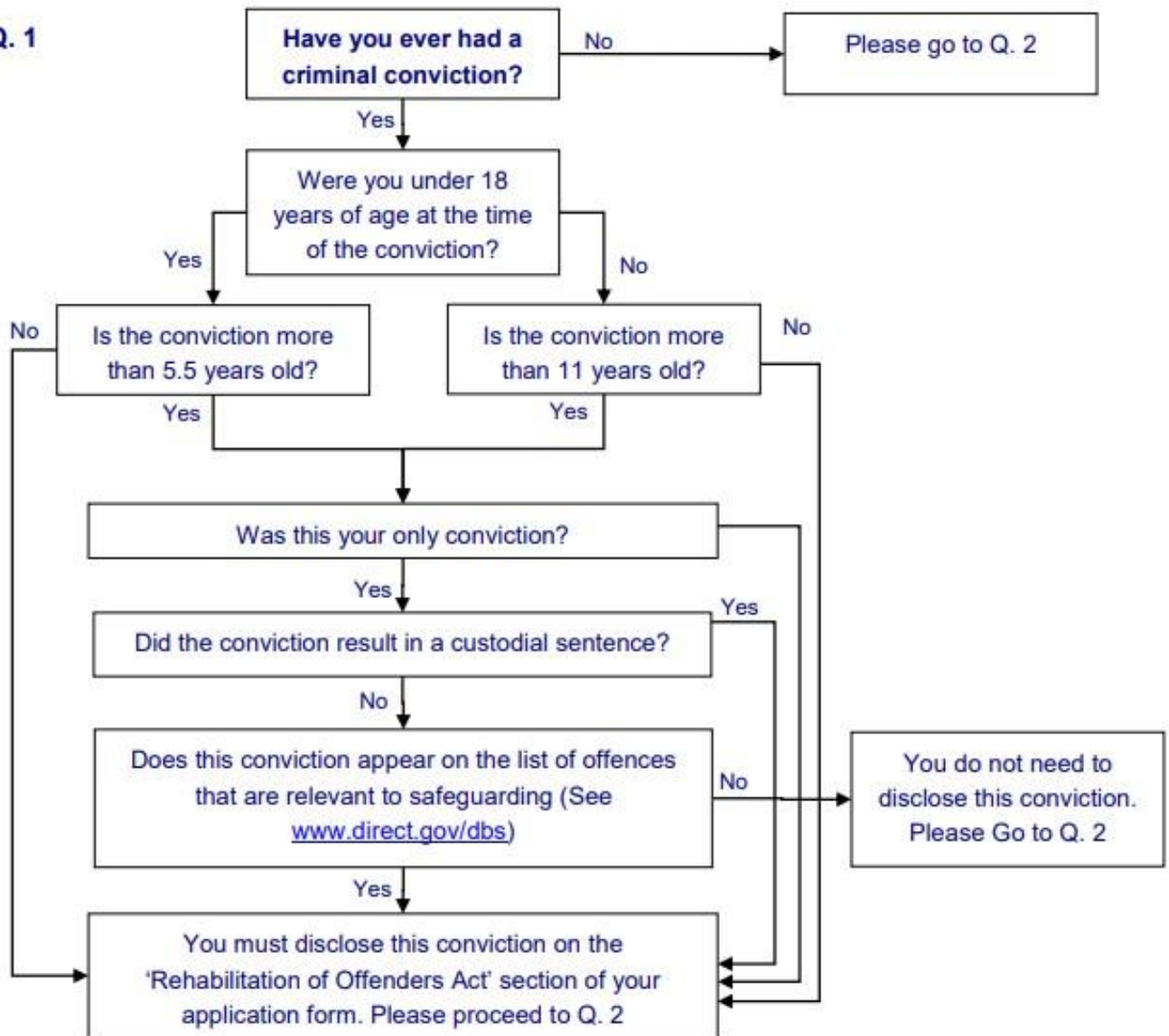
Sense is committed to Equal Opportunities. All our Managers have a responsibility to ensure that all recruitment decisions are based on criteria relevant to the job. Sense will not discriminate unfairly on the grounds of an applicant's sex, race, skin colour, disability, ethnic or national origin, religious 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 Equality and Diversity Policy are available on request from hr@sense.org.uk



Q. 1





Q. 2

