

## Guidance Notes for completion of the Application Form

### The Recruitment & Selection Process

Manchester Mind is committed to operating a fair and equitable recruitment and selection process for determining the best person for the job. Each applicant will be assessed against predetermined criteria and the person best matching these criteria will be appointed.

People who have experienced mental health issues will not be discriminated against and disclosure of a mental health issue will enable us, as the employer, to work together with the employee to assess and provide the right level of support or adjustment.

### The Job Description

To do yourself justice, clearly show how you meet each item on the person specification. Unpaid work, such as running a home, a club or group or a hobby will be considered as relevant. You will **not be short listed** for interview unless you meet all the **essential attributes on the person specification**. Please state clearly how your experience, skills and knowledge and achievements make you a suitable candidate.

### Completing the Application Form

- o This application form consists of 2 parts. We use the first part to monitor our equality and diversity policy and we will remove it before short listing. We will also remove the first page of the application form before shortlisting.
- o Please include all the information you wish us to know and please complete every section.
- o CVs will not be accepted in support of your application.
- o Previous employment - please give details of the main jobs you have undertaken (including your current job) and/or any voluntary work experience you have gained. Please provide the dates you started and ended the job, the title of the post, and the name of your employer and a brief description of your main responsibilities.
- o Please type or use a **black** biro or pen, as the forms will be photocopied.
- o Referees should be your current and previous employers. If you are currently not employed please give your last two employers. If you have only worked for one employer, please also give a personal referee (someone who knows you well).
- o The Supporting Information section is your opportunity to expand on your qualities, skills, education and training to demonstrate to us why you are a suitable candidate. In other words, this is your opportunity to sell yourself to us. Please try to use examples when describing your qualities, skills, experience, education and training.
- o If you use extra pages please make sure they are clearly numbered.
- o If you have a disability, we will make adjustments to the interview and working arrangements providing it is reasonable to do so, in accordance with the Disability Discrimination Act 1995. Please let us know if you need the application in a different format e.g. on audiotape.

### Equal Opportunities Statement

Manchester Mind opposes all discrimination on the grounds of colour, race, gender, nationality or national origin, marital status, age, disability, sexual orientation, religious belief and mental health. Further details of our Equality and Diversity Policy, Recruitment Policy and Disclosure Policy are available upon request.

### Criminal Convictions

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 as it involves access to vulnerable people, young people and children. You must give details where asked of convictions, spent or otherwise. Appointment will be dependent upon an acceptable Enhanced CRB check. Having a conviction will not necessarily bar you from a position in Manchester Mind.

Before you send the application form to us :

- o Check it through to make sure you have completed every section, including the equal opportunities monitoring form, and that you have signed and dated the form.
- o If you wish your application to be acknowledged, please enclose a stamped, self-addressed envelope, otherwise you will only be contacted if you are shortlisted for interview.
- o Please note that we are unlikely to permit pre-interview visits to our projects due to the advantage this may afford one candidate over another.