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## 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.

### 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 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 Education and Training**

This information will help us to find out about any training and qualifications that you have which may be relevant to the requirements of the person specification. Do not be put off if you have nothing to write in this section, as not all jobs require formal qualifications. However, if the person specification does state that certain qualifications are required or preferred do include these if appropriate.

### **Section 4 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 inspected it is a requirement to document your full working history. 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. It is very important that you complete this section thoroughly as not doing so may delay your start date if successful. 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.



## Section 5 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.

**Please use the Person Specification when you are completing the form to explain why you think you could do this job and how you think your skills and experience match those given. Please include any other information that you think is important, for example any voluntary work or relevant social activities with which you have been involved. Also make reference to how your practice reflects Sense's statements**

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.

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

## Section 6 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 7 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 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 could only count as one reference.

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



## Section 8 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 (Northern Ireland) Order 1978. Therefore, you are required to complete this section of the form and you should declare any relevant cautions, convictions or any proceedings pending against you.

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 if it did not result in a custodial sentence. 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 <http://www.nidirect.gov.uk/accessni>

You should also not disclose any cautions against you they are more than 6 years old (or more than 2 years old if you were under 18 at the time of the offence) AND if it does not appear on the list of offences relevant to safeguarding.

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 [peopleservices@sense.org.uk](mailto:peopleservices@sense.org.uk)

## Section 9 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

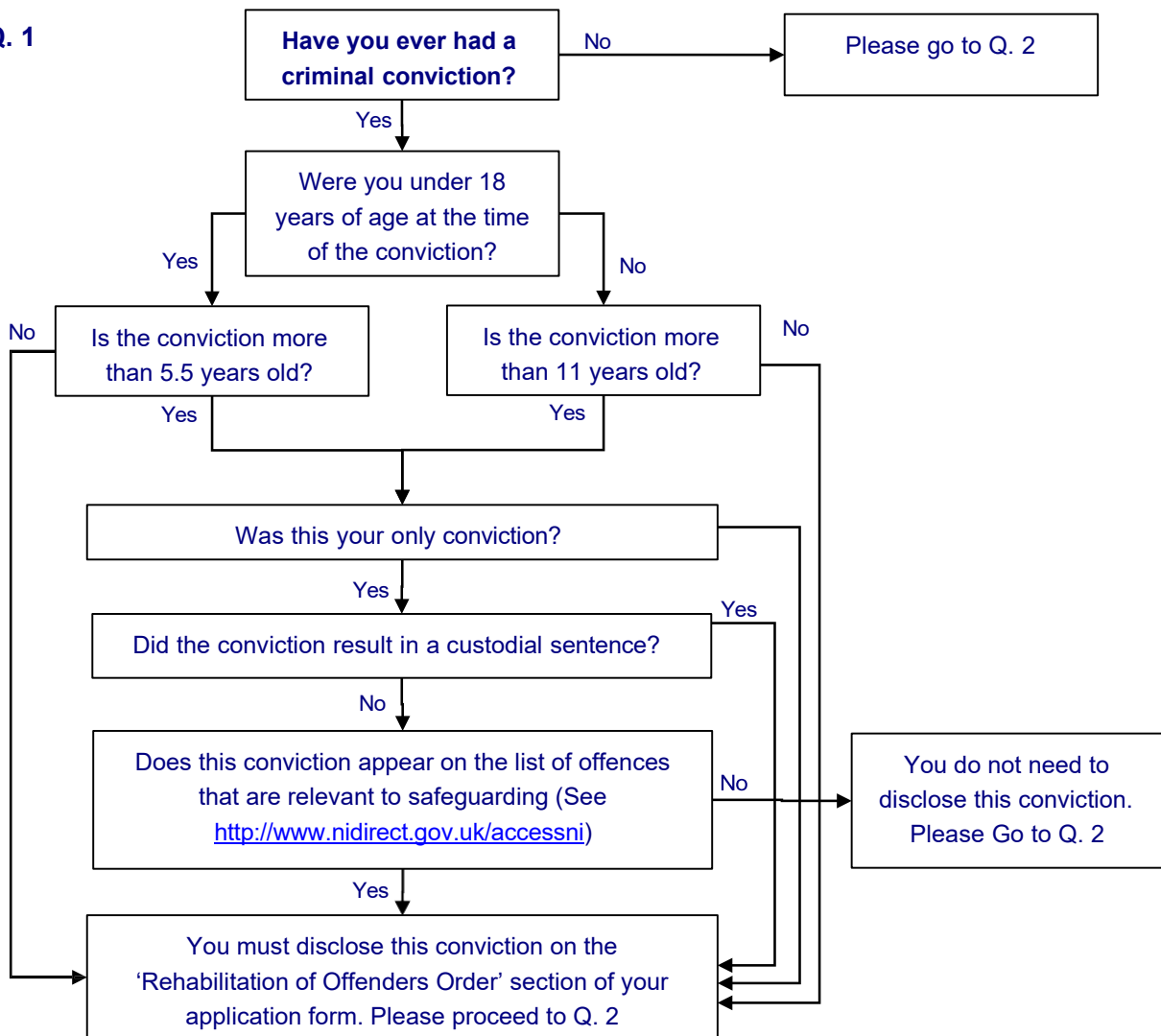


not discriminate unfairly on the grounds of an applicant's sex, race, skin colour, disability, ethnic or national origin, religious belief or lack of it, marital status, sexual orientation, responsibility for dependants, age, appearance, social background, membership of a Trade Union or offending background.

Sense monitors all applications for employment. It would be helpful if you will complete the monitoring form and return it with your application. It will be detached and kept separate from your application form and will not be seen by the employing manager.

To demonstrate our commitment to equality of opportunity 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 Roman Catholic or Protestant. On the equal opportunity section of your application you are asked to indicate your community background. If you do not complete this question we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Full details of Sense’s Equal Opportunity Policy are available on request from [peopleservices@sense.org.uk](mailto:peopleservices@sense.org.uk)

**Q. 1**

**Q. 2**