

Information for Applicants

Please read the information contained in this guide. It has been put together to assist you in applying for a job with Hull & East Yorkshire Mind by making you aware of our recruitment process.

Guidance on Completion of Application Form

The application form will be accompanied by a job description and person specification for the post you are applying for.

When completing the application form, please take note of the following:

- ❖ Please either type this application or use black ink in clear, legible handwriting for ease of processing.
- ❖ To avoid discrimination and ensure equal opportunities, only applications made on Hull & East Yorkshire Mind's application form will be considered. We are not able to accept Curriculum Vitae's, either alone or with a partially completed application form.
- ❖ The person specification details the essential and desirable requirements for the post. Please read through it carefully and ensure the information given on your application form clearly demonstrates how you meet each criteria contained within it. Before completing the 'Personal Statement' think about how you can best explain the ways you meet the Essential and Desirable requirements of the post.
- ❖ When completing your application form, please ensure you give full and detailed descriptions of your experience. For example, if a post requires computer experience, you should give full details of all the systems you have used, for what tasks and how recent your experience is.
- ❖ Do not simply repeat phrases from the Person Specification, for example: "I am committed to Equal Opportunities". Wherever possible, give examples of how you work or conduct yourself which demonstrate how you meet the requirements of the post.
- ❖ You are encouraged to include all relevant experience and skills from different areas of your life, for example, work, school, hobbies/interests and any voluntary work; experience does not have to be gained in paid employment to be relevant.
- ❖ The shortlisting panel are only able to consider information contained in your application form. Any prior knowledge they have of you, that is not included in the application form, will not be considered.
- ❖ Candidates who are able to demonstrate that they meet all the Essential requirements of the Person Specification will normally be invited for interview. However, if there are an overwhelming number of applicants who meet all the Essential requirements, applicants will be further shortlisted using the Desirable requirements.
- ❖ Please ensure your completed application form is returned before the closing date of the post you are applying for as late applications are not usually accepted.

- ❖ Completed applications should be returned to:

Human Resources Department
Hull & East Yorkshire Mind
30 Percy Street
Hull HU2 8HL

- ❖ Please ensure that your application clearly indicates the post for which you are applying.
- ❖ Please note that due to financial constraints it will not be possible to acknowledge receipt of your application or notify applicants who have not been short-listed for interview. If, however, you would like us to confirm receipt of your application, please enclose a stamped addressed post card.

Equal Opportunities

Hull & East Yorkshire Mind actively pursues equalities in employment. We oppose all forms of discrimination on the grounds of:

Race, Nationality, Ethnic Origin, Gender, Disability, Marital Status, Religion or Belief, Age (unless a statutory age requirement exists), Sexual Orientation or Gender Re-assignment.

The application form includes a Equal Opportunities in Employment Monitoring Form, which will be separated from the rest of your application form. It will not be seen by the selection panel until after the short-listing process has been completed. The information given on this form will be treated in the strictest confidence and used by Hull & East Yorkshire Mind to monitor the effectiveness of, and further develop, its employment policies and procedures and to prepare statistical information.

Disabled Applicants

Hull & East Yorkshire Mind are committed to the employment of disabled people.

Where applicants have indicated on their application form that they have a disability, Hull & East Yorkshire Mind will wish to use the information to ensure it is meeting its legal obligations to make reasonable adjustments to premises and work arrangements for applicants and employees with declared disabilities. Efforts will also be made to provide suitable interview arrangements.

References

Hull & East Yorkshire Mind require two satisfactory references to be obtained in respect of each applicant; one of which should be your current employer. If you are unemployed, former employers should be nominated as referees and if you have never been employed, someone who is known to you and is employed in a professional capacity, ie school teacher, policeman, solicitor, etc. may be used.

The organisation reserves the right to contact any former employer, or other appropriate person, where it is deemed that some further investigation is reasonably required prior to making an appointment. This will not, however be done prior to interview.