

APPLICATION FOR EMPLOYMENT

Thank you for your interest in working at Deaf Action. The following notes are provided for your information and to assist you in making your application.

To assist us in ensuring clarity of photocopies, please complete all sections of the application form in black ink or typescript. All applicants must complete the application form – Curriculum Vitae will not be accepted.

It is important that you complete the application form as fully and accurately as possible, highlighting any skills and qualities you will bring to the post. Please state clearly how you feel you are able to match the requirements of the person specification. Should you require additional space, please continue on an A4 sheet and attach this securely to your application.

If you experience difficulty in completing our standard application form due to a disability, please let us know as soon as possible so we can provide you with the application form in a format which meets your needs.

Please ensure that your application is submitted by 5.00pm on the closing date specified for this vacancy. Late applications will not be considered.

REFEREES

You are advised to select your referees carefully. Relatives and those directly involved in the selection process for the post to which you have applied cannot be used and you may be approached to provide an additional referee.

References will only be taken up if you have been actively considered for the post, after shortlisting. Referees should be consulted before their name is included in support of your application.

QUALIFICATIONS

If you are invited to attend for interview, we may wish to see original certificates of qualifications which you hold. A copy of these will be placed in the personnel file of the successful applicant.

EQUAL OPPORTUNITIES

Deaf Action is committed to achieving equality of opportunity in its recruitment and selection process. To assist us, please complete and return the enclosed Equal Opportunities monitoring form (in the envelope provided) with your application. The information you provide will be used for monitoring purposes and will not be made available to the selection panel.

MEDICAL INFORMATION

All applicants are required to complete a medical questionnaire. Information supplied is kept strictly confidential. The medical form is required to be completed before commencement of the offered post.

DATA PROTECTION ACT 1998

Deaf Action is registered as a data user under the Data Protection Act 1998. The information you provide, including any sensitive data, will be processed by Deaf Action solely for the purposes of evaluating your application for employment.

Deaf Action retains recruitment records, which include your application form, for a period of twelve months following closing date of each vacancy. It will then be destroyed confidentially. In the case of the successful applicant, the application form will be held in the individual's personnel file.

ENHANCED DISCLOSURE

Deaf Action's client group includes young people and those who may have physical or learning difficulties. Deaf Action must therefore be particularly careful to inquire into the character and background of applicants for appointment to posts which involve contact with this vulnerable group.

Individuals appointed to posts that involve regular contact with young people or vulnerable adults will be the subject of an enhanced disclosure check by Disclosure Scotland, processed by the Scottish Criminal Records Office.

SPECIAL REQUIREMENTS

Applicants with a disability who meet all the essential criteria as detailed in the person specification for the post will be invited for interview and considered for employment on their abilities. If you are shortlisted for interview and have special requirements in relation to your attendance, please let us know as soon as possible.