



Guidance Notes for applicants



A fresh approach to people, homes and communities



Thank you for applying to work for Berneslai Homes.

This leaflet contains some useful information to help you with your application.

Background Information

To help you decide whether or not you want to apply for the job, and to help you fill in the form, you should have received the following:

- Application form
- Job Description
- Employee Specification

as well as any other essential information about the job. If you are applying for more than one post, please fill in a separate form for each post, as each post will have a different Employee Specification. If you use extra sheets, please remember to put on each sheet your name and the post title you are applying for. The Employee Specification is very important, as it tells you what experience, general and special knowledge, skills and abilities, and additional factors a person must have to be able to do the job. You will be shortlisted and invited for interview if you can demonstrate how you meet the criteria, using specific examples relating to each of the criteria.

The information presented by you will be assessed from a combination of the application form, the interview itself, or in some cases via practical tasks or exercises.

The criteria will be ranked as follows:



Essential

These criteria are essential as they are needed to carry out the duties effectively from the first day in post.

Desirable

These are criteria which are an additional bonus but are not necessary to carry out the duties of the post from day one.

In completing your application form, as well as thinking about relevant work experience, you should also consider experience at home, school, college or as a volunteer which is relevant to the job you are applying for.

Qualifications

Before an appointment is made, you will need to show certificates as evidence of your qualifications.

References

Two references will be requested prior to the selection process being undertaken.

Please note:

- Both references should be work related.
- If you are currently employed, one of the referees should be your present employer.
- We will not accept character references or references from relatives or from people writing solely in the capacity of friends.

Please do not send copies of your references with the application form. These will be requested later, if you are invited for interview.



Canvassing

Any form of canvassing, directly or indirectly, of Members of the Board or employees of Berneslai Homes will result in your application form being disqualified.

Returning Your Form

Before submitting your form, you should:

- Make sure that all sections are complete. If a box isn't relevant, put 'n/a'.
- Our closing date and time is a strict deadline, so take a note of it and make sure that your application is submitted in good time.

Please do not send in a CV or a faxed application form as it will not be considered.

We actively encourage you to submit your application form via email to:

- BHHumanResources@BerneslaiHomes.co.uk

Or return it to our postal address:

- Human Resources, Berneslai Homes, PO Box 627, Barnsley, S70 9FZ.

Safeguarding Vulnerable People

Berneslai Homes is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. All shortlisted applicants for posts working with children or vulnerable adults must have completed the criminal record background section of the application form. Applicants for these posts are required to disclose any criminal convictions which would normally be considered to be 'spent' (spent convictions are those that



happened some time ago, and are not usually required to be revealed, as specified in the Rehabilitation of Offenders Act 1974).

Interviewing

If you are selected for interview we will write to you with details of the time, date and place.

If you are a disabled person and you meet all the essential criteria for the job, you will be guaranteed an interview. You will be asked to tell us of any arrangements we can make in order to make the interview a fair and reasonable one, for example:

- All interview venues are accessible for disabled candidates
- Car parking is available near the interview venue
- Someone is available to meet you at the entrance
- A sign language interpreter is present if requested
- A friend/support person is present at the interview
- Preferred/appropriate type of seating is available
- Any written documentation for tests will be available in large print if requested, etc.

Access for Disabled People

Berneslai Homes accepts the “Social” Model of Disability. This states that a person’s impairment does not always disable them, and more often it is the environment, working practices and attitudes, which disable people by creating barriers to employment. We are thus committed to making



“reasonable adjustments” to the recruitment procedures, working practices and the working environment to accommodate people with disabilities.

The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

- substantial meaning more than minor or trivial
- long-term meaning at least a year or for the rest of the life of the person affected

Equality Monitoring

Berneslai Homes is committed to the principles of equality of opportunity and access in employment. Therefore we ensure:

1. In all aspects of employment, there will be no discrimination against any person on the basis of age, sex, race, colour, nationality or ethnic origin, religion or belief, disability, gender identity, pregnancy and maternity, sexual orientation or marital or civil partnership status.
2. All promotions and appointments will be strictly on the basis of assessing the individuals’ capacity and ability to do the job.
3. We will monitor applications and appointments to ensure we are attracting candidates from the most diverse groups, so that we can work towards a workforce that represents our local communities. Where we have under representation, we will look at what action we can take to address this.



Information provided by you for equality monitoring purposes will not be used for the purposes of shortlisting, will not be seen by anyone involved in the recruitment process and will be held confidentially, under the terms of the Data Protection Act and our Privacy Policy.

To promote equality in recruitment we:

- Are using the most appropriate publications and methods of advertising job vacancies
- Have a wide range of flexible working policies
- Monitor the overall effectiveness of our policy

Compliments/Complaints and Suggestions

If you have any comments about our recruitment processes, please let us know. You can tell us if we are getting it right, or if we could improve the way we work. If you have a complaint about any stage of our recruitment process, please let us know by using the contact details on the reverse of this leaflet.

If you need help understanding this information, or if you need this information in a different format, such as;

Large Print,
Audio or
Braille,

please contact us by phoning the Human Resources Team on 01226 772709.

www.berneslaihomes.co.uk



A fresh approach to people, homes and communities