

Guidance Notes for Applicants

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.

Access for Disabled People

Section 1 of the Disability Discrimination Act defines a person as having a disability if he or she has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities. That effect must be:

- substantial (i.e. more than minor or trivial), and
- adverse, and
- long-term (that is, it has lasted or is likely to last for at least a year or for the rest of the life of the person affected).

We are very close to making all our buildings fully accessible. As such we are:

- adapting buildings and office equipment for you to do the job properly
 - ensuring specialist equipment, if needed, is made available
 - ensuring that appropriate alterations like dropped kerbs or car parking spaces are made available
 - Information is presented in Braille, tape or large print documents if appropriate.
- ... and finally

If you need any help please contact us on 01226 772720.

Please remember to submit your applications on time as late applications will not be considered.

Equality Monitoring

Berneslai Homes' Equality and Diversity Policy in relation to Employment is based upon 3 key principles:

1. In all aspects of employment, there will be no discrimination against any person on the basis of Age, Sex, Race, Colour, Religion, Disability, Nationality, Ethnic Origin, Sexual Orientation or Marital Status.
2. All promotions and appointments will be strictly on the basis of assessing the individuals' capacity and ability to do the job.
3. 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.

To make this Policy work effectively we are:

- working to improve the way services are provided
- improving the way we advertise and fill job vacancies
- looking at the issues of training
- improving the accessibility to our buildings for disabled people
- improving child care facilities
- monitoring the overall effectiveness of our policy.

Information provided by you for this section will not be used for the purposes of shortlisting.

Applying for a job with Berneslai Homes and how to fill in the application form.

If you need help understanding this information, please ask one of our staff, or contact Customer Service Team by phoning 01226 772720.

আপনার যদি এই অধি বোঝার জন্য আমাদের প্রয়োজন হয়, তবে
অনুগ্রহ করে আমাদের কোন একজন স্টাফকে জিজ্ঞাসা করুন।
অথবা গ্রাহক পরিষেবার সোপানোগ্রহণ করুন।
টেলিফোন 01226 772720

अगर आप इस जानकारी को समझने में सहायता चाहते
हैं तो कृपया हमारे किसी कर्मचारी से पूछें, या उपभोक्ता
सेवा, टेलीफोन 01226 772720 पर संपर्क करें

Jeśli nie rozumieją Państwo tych informacji i
potrzebują pomocy, mogą Państwo poprosić o
pomoc któregoś z naszych pracowników lub
zadzwoń pod numer telefonu:
01226 772720 (Biuro Obsługi Klienta)

Если вам требуется помощь в понимании этой
информации, обратитесь к нашим сотрудникам
или позвоните в Отдел обслуживания
клиентов по телефону 01226 772720.

اگر برای درک این مطالب نیاز به کمک دارید، از یکی از
کارکنان ما کمک بخواهید، یا با بخش خدمات رسانی به
مشتریان ما تماس بگیرید، شماره تلفن 01226 772720

اگر آپ کو ان معلومات کو سمجھنے کے لئے مدد کی
ضرورت ہے، تو براہ مہربانی ہمارے عملے کے کسی رکن
کو پوچھیں، یا کسٹمر سروس سے رابطہ کریں، ٹیلیفون
01226 772720

إذا كنت بحاجة للاستفسار عن هذه المعلومات، رجاء اطلب
المساعدة من أحد الموظفين أو اتصل بخدمات الزبائن على الرقم
01226 772720

如果您需要协助，以便更好地了解该信息，
请与我们的员工联系，或致电客户服务：
01226 772720。



A fresh approach to people, homes and communities

Thank you for applying to work for Berneslai Homes.

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.

Background Information

To help you decide whether or not you want to apply for the job, as well as helping 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.

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 exercise.

The criteria will be ranked as follows:

Essential

These criteria are essential as they are needed to carry out the duties effectively.

Minor

These are criteria, which are an additional bonus but are not necessary to carry out duties effectively within the initial induction period.

In completing your application form, as well as thinking about relevant work experience, you should also consider experience at home, school, or 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

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.

If you are shortlisted, Berneslai Homes will send off for references to the nominated individuals unless you have indicated otherwise on your application form.

Please do not send copies of your references with the application form.

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:

- car parking is near the place of interview
- 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
- an induction loop is in operation if needed, etc

Please do not send in a C.V. as it will not be considered.

Faxed application forms will not be accepted.

Please return application forms (unless stated otherwise in the advertisement) to:

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