

Application Guidance Notes

Applying for employment with Link Line

Please note applications must be made on the Company's Application Form. CVs will not be accepted. We will only accept a curriculum vitae from applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show how they meet the person specification. Please speak to us before the closing date before sending your CV or if you would like help completing your application.

Completing your application

Where possible please email your application back to admin@linkline.org as this is our preferred format (although we are happy to accept other formats).

Please note that when emailing your application a hand-written signature is not necessary. If called for interview you will be asked to sign your form when you attend the interview.

Introduction

The decision on who to invite for interview is based on the information provided in completed applications. Therefore, you should use the application form to show how you meet the requirements of the job. Please note that we will only accept curriculum vitae from applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show how they meet the person specification.

Job description and person specification

You should have received a job description and a person specification with the application pack. The job description lists the job title, salary, location, purpose and main tasks of the job. The person specification lists the knowledge, experience, skills and abilities that the successful applicant will need to perform the job effectively. The Person Specification is divided into what the successful applicant must have - Skills and Experience - and what Personal Attributes they should demonstrate.

Application form for employment

Please complete all sections of the applications form avoiding leaving blanks. If you cannot answer please say why. If the question is not applicable please say so.

Section 5. Meeting the person specification

This section of the application form is particularly important. When completing your application you must show how you meet the person specification rather than the job description. This is most easily done by taking each point in turn.

Remember, we can only decide to invite you for interview based on the information provided in your application.

We will only accept your curriculum vitae (CV) in exceptional circumstances. Please speak to us before the closing date before sending your CV. You still need to provide information about how you meet the Person Specification in the way outlined above.

If you would like help completing your application, please contact us before the closing date and we will be glad to help you.

Section 6. Specific requirements

Our equal opportunities policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities.

In order to do this, there are some questions related to the needs of disabled applicants on the application form. This includes a question about any specific requirements you may have if you are invited to interview.

The recruitment of ex-offenders – Link Line policy

Link Line's Equal Opportunities policy guarantees that all paid and unpaid work opportunities are open to all members of the community who wish to apply for them.

Every job/volunteer pack issued by Link Line contains this policy statement indicating our willingness to consider ex-offenders for employment or volunteering.

It is Link Line policy to seek an enhanced Criminal Record Disclosure from an existing or potential staff member or volunteer where the role held or sought involves a degree of risk. In Link Line this is particularly relevant where children and other vulnerable groups are concerned.

These checks or disclosures are carried out through the Criminal Records Bureau (CRB), a Government agency.

It is not Link Line policy to use disclosure as a blanket requirement in all circumstances. A disclosure will only be obtained once a conditional offer has been made. It is Link Line policy to inform at the outset if criminal record information is required from potential staff or volunteers. This provides a basis for applicants to decide whether or not to apply. It is also our policy only to use criminal record information in so far as it is relevant; applicants will be considered on merit and ability and not discriminated against unfairly. We are conscious that to do otherwise may encourage applicants to lie about their criminal record.

We undertake to ensure that disclosure information we receive is stored securely and is only available on a need to know basis.

Equal Opportunities Policy

Link Line is committed to being an equal opportunities organisation. This policy applies to Link Line's governance, service delivery, employment and volunteering practices.

Contractors, and organisations that we work in partnership with, are also expected to abide by this policy. This policy covers Link Line's operations throughout all of the United Kingdom.

We define equal opportunities as:

- the removal of direct discrimination - ensuring that people are not treated less favourably on the grounds of their disability, ethnicity, national origin, colour and race, sex, gender reassignment, marital status, religious belief and political opinion, sexual orientation, age (please note: there are some posts where insurance cover requires post-holders to be a certain age for cover to be valid, for example, driving posts) or trade union membership/non-membership
- the removal of indirect discrimination - ensuring requirements or conditions do not unfairly or unjustifiably limit access to services, jobs or volunteering opportunities
- equal rights - the achievement and respect of equal civil rights for all
- equal access - increasing access to services, volunteering or job opportunities by having policies and practices which take account of diverse needs

Equality is one of Link Line's core values. As such, it forms part of the framework within which other policies, procedures and practices within Link Line are developed and implemented.

Disability equality

Link Line recognises the exclusion and disadvantages that people with disabilities experience as a result of social, economic and material barriers, created by the world in which they live. Link Line also recognises that people with disabilities may be enabled by learning additional skills.

Link Line is working to ensure that people with disabilities receive the maximum possible benefit that can accrue to them through the Disability Discrimination Act (DDA). Link Line will, at the very least, take steps to ensure that it meets its obligations under the DDA and, where possible, exceeds them. This includes making reasonable adjustments to meet the needs of trustees, committee members, job applicants, employees, customers and volunteers, who may have a disability.

Equal opportunities monitoring information

Link Line recruits and selects employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. Also, we would like information about your age, gender, marital status, ethnic origin, disability and in Northern Ireland only, religious belief. We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please complete the attached equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before shortlisting and interviewing.

JRW
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