

September 2022

Dear applicant

Thank you for your interest in working for Redcar & Cleveland Mind. Our employees, volunteers, supporters and people who use our services contribute to our work every day. They bring passion, knowledge and a commitment to our values that makes Redcar & Cleveland Mind what it is. We hope that this recruitment pack is informative and useful in supporting you to apply for the post you are interested in.

Included in your application pack are the following documents:

- 1) Guidance notes on completing the application form
- 2) Information about who we are and what we do
- 3) Job description and person specification
- 4) Application form – *for completion*
- 5) Personal details form – *for completion*
- 6) Equal opportunities monitoring form – *for completion*
- 7) Data protection privacy notice (recruitment)
- 8) Policy regarding the recruitment of ex-offenders

Any offer of employment will be subject to Disclosure & Barring Service checks and subsequent re-checks. Applicants can request a copy of the DBS Code of Practice if they so wish.

In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Redcar & Cleveland Mind, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

- National Insurance number
- Birth certificate or British passport
- Certificate of registration, or naturalisation as a British citizen
- Passport or documentation evidencing citizenship of an EEA country

How to submit your application:

Scan and mail to info@rcmind.org 'FAO' of the Recruitment Team. Please state the reference number for the post (if applicable) and the job title in the subject heading of the email as well as your full name. Please ensure you return a completed Application Form, Personal Details Form and Equal Opportunities Monitoring Form. Closing date for completed application forms is: 9 a.m. Monday 3rd October 2022. Interviews will be held on Tuesday 11th October 2022.



We receive many applications for roles here at Redcar & Cleveland Mind which means that unfortunately we aren't able to write personally to applicants. If you have not heard from us by the date shown for the interview, you should assume that your application has been unsuccessful this time. If this is the case we hope that this does not deter you from applying for other vacancies at Redcar & Cleveland Mind in the future and we thank you for your time and effort in submitting your application.

If you have any other queries or feedback regarding our recruitment process, please contact the recruitment team at info@rcmind.org

We look forward to receiving your application. Once again, thank you for your interest.

Yours sincerely

The Recruitment Team, Redcar & Cleveland Mind