

Guidance notes for completing the application form

The information you give us in your application form is the only information we will use to decide whether you will be shortlisted for an interview. The information that you supply should be based on the criteria listed in the person specification and related to the job description. We do not consider previous applications or personal knowledge of you.

- Please complete all sections of the form.
- The most useful section of the form is headed 'person specification'. This should be used to tell us how you think you meet each of the selection criteria listed on the person specification. Draw particular attention to your experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job.
- Give examples of the work you have been involved in and remember to specify your own responsibilities rather than those of your department.
- Please complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the criteria in the person specification. CVs will not be accepted.
- Please return the form in Microsoft Word format.

Redcar & Cleveland Mind's equality statement

As a committed equal opportunities organisation we provide and promote equality of opportunity in service delivery and employment. We aspire to greater diversity in order to reflect the communities we work with, and to ensure that our policies and services truly meet their needs.

We recognise that we all identify and define ourselves in many different ways. We will ensure that we always recognise the complexity of people's identity, and will work to ensure that no aspects of a person's life are ignored on account of excluding categorisation or labelling. We know that some of us experience discrimination on more than one count. This is always unacceptable and we will never give up learning from these experiences, challenging discrimination, and campaigning for better mental health. We respect everyone's experience and seek to ensure that inclusion is at the heart of all our work.

Confidentiality

The information that you give us will be regarded as confidential. It will be held securely for monitoring and reporting purposes. All information will be retained in accordance with the General Data Protection Regulations, Redcar & Cleveland Mind's Data Protection Privacy Notice and Redcar & Cleveland Mind's Data Protection policy.