

## MERTON MENCAP

### INFORMATION & GUIDANCE NOTES FOR JOB APPLICANTS

Merton Mencap is an Equal Opportunities Employer and is committed to ensuring that equal opportunities are operated in practice as well as principle. We have careful procedures for recruitment, selection and appointment to help us make this policy fully effective.

Merton Mencap is Disability Symbol holder. This means we are committed to the following five principles:

- We will interview all applicants with a disability who meet the minimum criteria for a job vacancy and we will consider them on their abilities
- We will ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- If employees become disabled, we will make every effort to make sure they stay in our employment
- We will take action to ensure our employees develop the appropriate level of disability awareness needed to make these commitments work
- Each year, we will review our five commitments and what we have achieved, and plan ways to improve on them.

The following guidance is intended to help candidates in completing their application form:

If completing the application form by hand, please ensure black ink is used as the form may be photocopied.

Please do not attach a CV as an alternative or supplement. It is important that we compare candidate's experience by drawing on the same information.

If more space is needed than provided on the application form, please attach additional sheets

In your supporting statement, please refer to the Person Specification of the role you are applying for.

Our short listing is made on the basis of the experience, skills and knowledge detailed in the application.

For references, please give your current or most recent employer as one of your referees. Your second referee should be someone who knows your work in a recent professional capacity and, ideally, should not be from the same organisation as your current or most recent employment.

As part of our equal opportunities practice, we do not offer informal telephone *guidance*, as it is important that those involved in the short listing stages are not compromised. That said, any candidate who would like to know more about the vacancy is welcome to contact the Merton Mencap office for more information.