

DISABILITY EQUALITY (NW) LTD – GUIDELINES FOR APPLICANTS

Short listing: Short listing for interview will commence shortly after the closing date. Those candidates selected for interview will be notified in writing within 14 working days of the closing date. **If you are not contacted within this time then you may assume that your application has not been successful.**

Completing your application form: In order to enable a fair assessment and comparison of applications please ensure that:

- All sections of the form are completed
- Your form is clear and legible
- The post for which you wish to apply for is clearly indicated
- The applicant monitoring form is completed

The short listing panel can only judge an applicant on information provided on the application form. It is important, therefore, that you attempt to demonstrate clearly the extent to which your qualifications, skills, knowledge and experience etc. **match** the requirements of the post set out in the job description and most importantly the person specification.

Rehabilitation of Offenders Act 1974: Under the Rehabilitation Act you may be entitled to answer 'no' to the relevant question asked on the application form even if you have, in the past, been convicted of an offence. However, there are specific job categories and classes of employment which are exempt under the provisions of the Act. This means that convictions never become 'spent' for work in these categories. It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.