

**Guidelines on applying to the Corn Exchange**

**General points**

Whether you are completing an application form or submitting your CV, we use this information to decide whether you will be given an interview so consider your application very carefully. We can’t interview everyone who applies for a post.

Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description.

Read through the job description and person specification and think of an example (or two examples) from your present or most recent job that show you have the required knowledge/skill/experience. You may also use experience from voluntary work, academic work or hobbies.

If you are unemployed or have been out of paid employment for some time, or have just left school/college/university, you may wish to include relevant experience from voluntary work or education. You may also like to explain any periods for which you were not in education or employment.

**Referees**

One referee must be your present or most recent employer. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

**Disability Discrimination Act**

We accept applications in a number of formats including audio, visual and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term (more than 12 months) adverse effect on a person’s ability to do normal activities.

We are also working hard as a neurodiversity friendly employer. We invite you to share any neurodivergence you may have, either diagnosed or self identified.

Neurology is the way the brain functions. Neurodiversity refers to the different ways the brain can work and interpret information

Neurodivergent and disabled applicants who apply for roles meeting the essential criteria will be invited to attend for interview and appropriate support will be offered to assist them through the process.

If you tell us you have a disability or neurodivergence we will make reasonable adjustments to where you work and to your working arrangements wherever it is practically possible.

**Criminal convictions**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become ‘spent’ or ignored, after a rehabilitation period. For most posts we will only ask for details of criminal convictions if you are invited for interview, and these will be unspent convictions. Only the people directly responsible for the recruitment will be informed of the criminal record. Information will only be used to assess suitability for employment insofar as it is relevant to that particular post. The decision will be made on merit and ability.

Posts which involve one to one contact with vulnerable groups such as the mentally ill or young people under 18 are exempt from The Rehabilitation of Offenders Act. Information about spent as well as unspent convictions must be disclosed. Offers of employment for these posts will only be confirmed when a disclosure from the Criminal Records Bureau has been obtained. The disclosure will be at a level that will include cautions, reprimands and final warnings.

**Data protection**

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

**Equal opportunities form**

Please complete the equal opportunities form and return it to us. This should be done separately from your application and the information given will only be used for monitoring purposes.



**Please complete this form and return you’re your application or CV.**

**Post applied for: ………………………………………….**

**Where did you see this position advertised?....................................................**

**Personal details**

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| **Preferred title:** **First name:** **Surname/family name:** **Address:** **Post code:** **Tel. (home):** **Tel. (work or mobile):** **E mail address:**  |

**References**

Please give names, addresses and telephone numbers of two referees. One **must** be your present or most recent employer. The other can be another previous employer or any other person who can provide a reference for you but not a partner or member of your family. We do not approach referees until after interview.

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| **Present or previous employer****Name:** **Job title:** **Organisation:** **Address:** **Telephone:** **Email Address:****How is this referee known to you?**Do you wish to be contacted before we approach this referee? Yes/No  | **Name:** **Job title:** **Organisation:** **Address:** **Telephone:** **Email Address:****How is this referee known to you?**Do you wish to be contacted before we approach this referee? Yes/No  |

**Further information**

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| **Do you consider yourself to have a disability?**  Yes [ ]  No [ ]  Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment processWhat is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:**Do you consider yourself to be neurodivergent?**  Yes [ ]  No [ ]  Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment processWhat is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:The information in this form is for monitoring purposes only. If you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process if you are a job applicant or your manager if appointed. |

**Have you any unspent convictions?**

Yes [ ]  No [ ]

If you answer yes, details will only be requested if you are invited to interview

**Declaration**

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| I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that I may be dismissed if I have given false information or not given relevant details. I give my consent to The Corn Exchange recording and processing my personal information in line with the Data Protection Act 1998 and other legislative provisions. **Signed:** **Date:**  |

Applications should be returned to Corn Exchange, Market Place, Newbury, RG14 5BD or to recruitment@cornexchangenew.co.uk