

Application Guidance Notes

Thank you for your interest in a role at Leeds Mencap.

At Leeds Mencap we welcome applications from all members of our community. We have produced this guide to ensure that applicants know what we need from your application.

Completing your application form

Candidates will only be short listed for interview if they can demonstrate in their application that they can, or have the potential, to meet these criteria (essential criteria are marked (E) and desirable criteria are marked (D)).

Remember we can only assess you on the information you provide. Successful applications refer to the essential criteria and give examples of how the applicant meets them. Remember that your transferable skills may come from paid work, volunteering, education/training or lived experience.

AI (Artificial Intelligence)

At Leeds Mencap we do not use AI during the recruitment process. We read every application before making decisions about shortlisting.

The use of AI is discouraged in completing your application form.

Shortlisting

We cannot interview everyone who applies for a vacancy.

After the application closing date, we make a shortlist of everyone who we would like to invite for interview. The information in Part B of your application form is the only information we will use to decide if you will be shortlisted. The only exception is that disabled applicants (who check the box on the application) will be guaranteed an interview if they meet the essential criteria of the role detailed in the person specification.

Referees

Please give the **names, telephone number, email and postal addresses** of two people, not friends or relatives. One should be your present employer (or last employer if not currently employed). They should be able to comment on your suitability for the post.

If you have not worked previously, then please give details of a school/college/university official/other professional.

We will not contact them unless we are offering you the job.

Work History/Volunteering experience/Education or Training

If you have any gaps in your employment history, please ensure you explain this on your application form.

Have you lived or worked outside of the UK in the last 5 years?

As part of our commitment to safer recruitment and safeguarding our service users, roles at Leeds Mencap are offered subject to DBS and references.

If you have lived abroad in the last 5 years additional checks are needed. A 'certificate of good conduct' from the country embassy is the most common form of evidence – the individual can apply for this themselves. [Criminal records checks for overseas applicants - GOV.UK](#)

Disabled Candidates

Disabled applicants will be guaranteed an interview if they meet the essential criteria of the role detailed in the person specification. It is important that you tick the box in Part A of the application if you are applying on this basis.

Please note, Part A is not visible during the shortlisting process but will be checked by the administrator.

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998.

Recruitment data will be handled securely. We will only allow authorised individuals to access applicant's personal data for the purposes of completing the recruitment process. We will keep application forms of unsuccessful candidates for six months before being securely destroyed.

Convictions, Safeguarding children, young people and adults at risk/with care and support needs

Leeds Mencap is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment.

As the job for which you are applying for is based in a building with a nursery and delivers services to children and young people, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record will not necessarily bar you from working for us. It will depend on the nature of the position and the circumstances and background of your offences.

All offers of employment are subject to a Disclosure and Barring Services check at the level appropriate for the role.

Posts at Leeds Mencap are generally 'exempt' from the Rehabilitation of Offenders Act 1974 and require an Enhanced DBS check detailing spent and unspent convictions as well as the ability to check against the child barred list. Police authorities may also disclose any additional relevant information. You are required to declare any spent and unspent convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

If you are unsure whether you have a criminal offence that needs to be declared to an employer you may be able to get free, confidential, independent advice from NACRO helpline@nacro.org.uk or Unlock advice@unlock.org.uk

Leeds Mencap

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