

# Cardiff Institute for the Blind

# Employment Pack

## Background

Cardiff Institute for the Blind is part of the RNIB Group of charities and works closely with RNIB Cymru to make every day better for blind and partially sighted people. Some of our staff work under the RNIB Cymru name, either due to contractual obligations or because it is more relevant than the Cardiff Institute for the Blind name in some locations.

## Notes on completing your application

Where possible please email your application back to [kieran@cibi.co.uk](mailto:anita@cibi.co.uk) and [nicola@cibi.co.uk](mailto:nicola@cibi.co.uk) as this is our preferred format (although we are happy to accept other formats).

Please note that when emailing your application a hand-written signature is not necessary.

## Introduction

The decision on who to invite for interview is based on the information provided in completed applications. Therefore, you should use the application form to show how you meet the requirements of the job. Please note that we will only accept a CV from applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show how they meet the knowledge, skills and special conditions set out in the person specification.

## Job description and person specification

You should have received a job description and a person specification with the application pack. The job description lists the job title, salary, location, purpose and main tasks of the job. The person specification lists the knowledge, skills and special conditions that the successful applicant will need to demonstrate effectively.

## Application form for employment

Please indicate your answers after the colon’s (:) in the application form.

## Section 3. Meeting the person specification

This section of the application form is critical. When completing your application you **must** show how you meet the knowledge, skills and special conditions sections of the person specification rather than the job description. This must be done by taking each point in turn, giving a relevant example of something you have specifically done that is relevant to that particular competency and explaining what the outcome of that was. This outcome might include an increase in the number of people doing something, a change to a service or way of doing things, or positive feedback from a line manager. Where you do not have a relevant example, please explain what your thought process or approach might be in that situation.

Where there is a requirement for a relevant qualification/membership of any professional bodies, please specify the name of awarding body and the date awarded. Please note that you will be required to provide evidence of these should you be called to interview.

Remember, we can only decide to invite you for interview based on the information provided in your application.

If you are going to send us your curriculum vitae (an option available only to applicants with a disability), you still need to provide information about how you meet the person specification in the way outlined above in a covering letter.

If you would like help completing your application, please contact us before the closing date and we will be glad to help you.

## Section 6. Specific requirements

Our equal opportunities policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities.

In order to do this, there are some questions related to the needs of disabled applicants on the application form. This includes a question about any specific requirements you may have if you are invited to interview.

## Equal opportunities monitoring information

CIB recruits and selects employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. Also, we would like information about your age, gender, marital status, ethnic origin, disability. We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please complete the attached equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before short listing and interviewing.

## Application Form for Employment

Confidential

## 1. Personal details

Forename(s) or given name:

Surname:

Please state your preferred title (i.e. Mrs, Miss, Mr, Dr):

Position for which you are applying:

Location:

Home address:

Postcode:

Telephone (home):

Telephone (mobile):

If you are happy for us to contact you at work:

Telephone (work):

Email:

## 2. Present and previous occupations

Please give details of your current and previous jobs and/or relevant work experience or volunteering experience. Please explain any gaps in employment. Please start with current or most recent role and include the information below for each position you have held.

Employer's name and address:

From (month/year) to (month/year):

Position held including a brief description of your duties and final salary:

Reason for leaving:

## 3. Meeting the person specification

Please explain below how you meet the requirements of the person specification rather than the job description:

## 4. Why you wish to apply for the post

Please summarise below why you are applying for the post and what you would hope to achieve in the role if successful:

## 5. Qualifications

Please list your academic and vocational qualifications below in date order (most recent first):

## 6. Specific requirements

Please indicate your preferred reading format - Braille/Audio tape/Disk/Print/Email/Large Print (if large print, please specify print size):

If you were short listed for interview, would you have any specific requirements related to your disability such as timing, wheelchair access or the presence of an interpreter, signer or other? Please specify:

Where possible we will try to accommodate this, but interviews will be conducted during office hours.

## 7. Have you ever been convicted of a criminal offence?

Please specify yes or no:

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If your answer is yes, please give details of date(s) of offence(s) and sentence(s) passed, which are not spent.

## 8. Have you ever worked for RNIB Group?

Have you ever worked for RNIB, Action for Blind People, Cardiff Institute for the Blind or any other parts of the RNIB Group?

Please specify yes or no:

If yes, please provide details of the date, role, location and reason for leaving:

## 9. If selected when would you be available to take up employment with CIB?

Please specify:

The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before employment.

## 10. References

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

**Referee 1:**

Name:

Position:

Address:

Telephone:

Email:

What is your connection with this referee?

May we approach this referee prior to interview? Yes/No:

**Referee 2:**

Name:

Position:

Address:

Telephone:

Email:

What is your connection with this referee?

May we approach this referee prior to interview? Yes/No:

## 11. Declaration

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

Signed:

Date:

Please note:

When emailing your application a hand-written signature is not necessary.

## The recruitment of ex-offenders - CIB policy

CIB's Equal Opportunities policy guarantees that all paid and unpaid work opportunities are open to all members of the community who wish to apply for them.

Every job / volunteer pack issued by CIB contains this policy statement indicating our willingness to consider ex-offenders for employment or volunteering.

It is CIB policy to seek a criminal records check from an existing or potential staff member or volunteer where the role held or sought involves a degree of risk. In CIB this is particularly relevant where vulnerable groups are concerned.

These checks or disclosures are carried out through the Disclosure and Barring Service (DBS).

It is not CIB's policy to use disclosure as a blanket requirement in all circumstances. A disclosure will only be obtained once a conditional offer has been made. It is CIB's policy to inform at the outset if criminal record information is required from potential staff or volunteers. This provides a basis for applicants to decide whether or not to apply. It is also our policy only to use criminal record information in so far as it is relevant; applicants will be considered on merit and ability and not discriminated against unfairly. We are conscious that to do otherwise may encourage applicants to lie about their criminal record.

We undertake to ensure that disclosure information we receive is stored securely and is only available on a need to know basis.

## Equal Opportunities Policy

CIB is committed to being an equal opportunities organisation. This policy applies to CIB's governance, service delivery, employment and volunteering practices.

We define equal opportunities as:

* the removal of direct discrimination - ensuring that people are not treated less favourably on the grounds of their disability, ethnicity, national origin, colour and race, sex, gender reassignment, marital status, religious belief and political opinion, sexual orientation, age (please note: there are some posts where insurance cover requires post-holders to be a certain age for cover to be valid, for example, driving posts) or trade union membership/non-membership
* the removal of indirect discrimination - ensuring requirements or conditions do not unfairly or unjustifiably limit access to services, jobs or volunteering opportunities
* equal rights - the achievement and respect of equal civil rights for all
* equal access - increasing access to services, volunteering or job opportunities by having policies and practices which take account of diverse needs
* positive action - action that targets groups which are under-represented within our customers, workforce or volunteers. The aim is to increase under-represented groups access to CIB. For example, if Asian people were under-represented as customers, we might choose to publicise our services in Asian newspapers.

Equality is one of CIB's core values. As such, it forms part of the framework within which other policies, procedures and practices within CIB are to be developed and implemented.

## Disability Equality

CIB, as a disability organisation, recognises the exclusion and disadvantages that people with disabilities experience as a result of social, economic and material barriers, created by the world in which they live. CIB also recognises that people with disabilities may be enabled by learning additional skills.

CIB is working to ensure that people with disabilities receive the maximum possible benefit that can accrue to them through the Disability Discrimination Act (DDA). CIB will, at the very least, take steps to ensure that it meets its obligations under the DDA and, where possible, exceeds them. This includes making reasonable adjustments to meet the needs of trustees, committee members, job applicants, employees, customers and volunteers, who may have a disability.

CIB is further committed to positive action, in terms of our employment of blind and partially sighted people. We will also use positive discrimination - where two candidates equally meet selection criteria at interview, where one of the candidates is blind or partially sighted, then she or he should be offered the post. The DDA allows charities, which promote the interests of a particular group of disabled people, to treat people from that group more favourably than others where this is connected with their charitable purposes.

## Equal Opportunities Monitoring Information

### Confidential

Please complete the following form and return with your completed application form.

Please refer to the section "Equal opportunities monitoring information" in "Notes on completing your application", which is attached in the information pack, before completing this form. The information which you supply on this form will be separated from the application form prior to short-listing.

Please complete all questions by ticking the appropriate response or entering the information requested.

Name:

Vacancy reference number:

Vacancy applied for:

How did you hear about this vacancy?

Date of birth:

Age:

Gender: Male/Female (please specify):

Marital status: Single/Married/Other (please specify):

From the list that follows, please indicate how you prefer to describe your ethnic origin. Note, these are the categories recommended by the Commission for Racial Equality. Choose ONE section from A to E, then write yes next to the relevant description to indicate your cultural background.

A. White:

1. British:

* English:
* Scottish:
* Welsh:
* Other, please write in:

2. Irish:

3. Any other White background, please write in:

B. Mixed:

* White and Black Caribbean:
* White and Black African:
* White and Asian:
* Any other Mixed background, please write in:

C. Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh:

* Indian:
* Pakistani:
* Bangladeshi:
* Any other Asian background, please write in:

D. Black, Black British, Black English, Black Scottish, or Black Welsh:

* Caribbean:
* African:
* Any other Black background, please write in:

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:

* Chinese:
* Any other background please write in:

For employment purposes, a person with a disability is identified as someone with a physical, sensory or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

For employment purposes, do you have a disability? Please specify yes or no:

If yes, from the options that follows, please indicate which best describes your disability. Please delete the option that is not appropriate:

* Sight loss
* Other disability

Note: It is a criminal offence under Fair Employment legislation for a person to "give false information ... in connection with the preparation of the monitoring return".