

NHS Easy Read Job Application Form



If you need any help filling in this application form, phone us on 0113 825 2093



Job Title

Learning Disability and Autism
Network Manager at NHS
England and NHS Improvement



We need to receive your application by:

28 October 2020

Please send this job application form to:

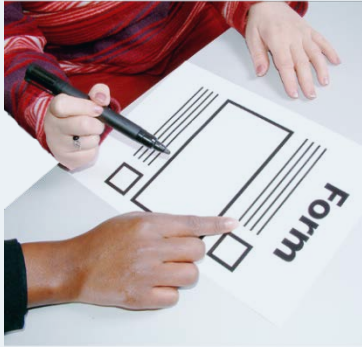


engage@nhs.net

OR

The Learning Disability and
Autism Engagement Team
Waterfront 4
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY





You can fill in this application form on your computer or you can print it out and fill it in black pen.

What would you like to be called?



Mr

☐

Ms

☐

Mrs

☐

Miss

☐

Other title? – please write it here:



Your name

Your contact details



Your address



Email address, if you have one



What is the best way to contact you?

☐

Phone

☐

Email

☐

Post



What is the best phone number to call you on?



Are you allowed to work in the UK?

(please tick one box)

Yes

☐

No

☐

Do you have:

(please tick one box)

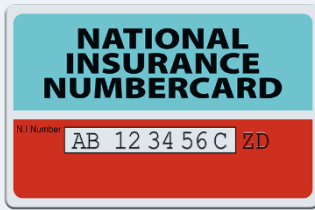
• a UK passport?

☐

• a UK Work Visa?

☐

A **Work Visa** is a document that says you can work in the UK.



Do you have a National Insurance number?

(please tick one box)

Yes

☐

No

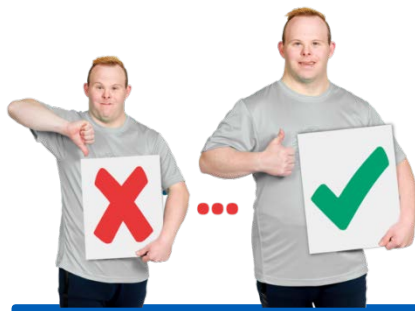
☐

If **Yes**, please write your National Insurance number in the box below:



Please answer the questions on the next few pages.

If your answers are longer than the space there is you can send us an extra piece of paper with your longer answer on.



Making a difference

What health issues are people with a learning disability and autistic people facing that you most want to change?



Speaking up

How have you spoken up for rights of people with a learning disability and autistic people? This is sometimes called advocacy.

A large empty rectangular box with a blue border, intended for a response to the question about speaking up for rights.



Involving different groups

What have you done to help people be heard who aren't often listened to in health and care. Like -



- black, Asian and people from other ethnic minorities
- women
- lesbians, gay people bisexual people and trans people

If you have personal experience, please tell us that too.



Work experience

This is jobs you have had - paid or unpaid. Or other things you have done that will help you do this job. Please tell us about about your experience for this job.



Education

This can include training courses and certificates. Please tell us about any training courses and certificates that you have, and any schools or colleges you have been to.

Computer skills



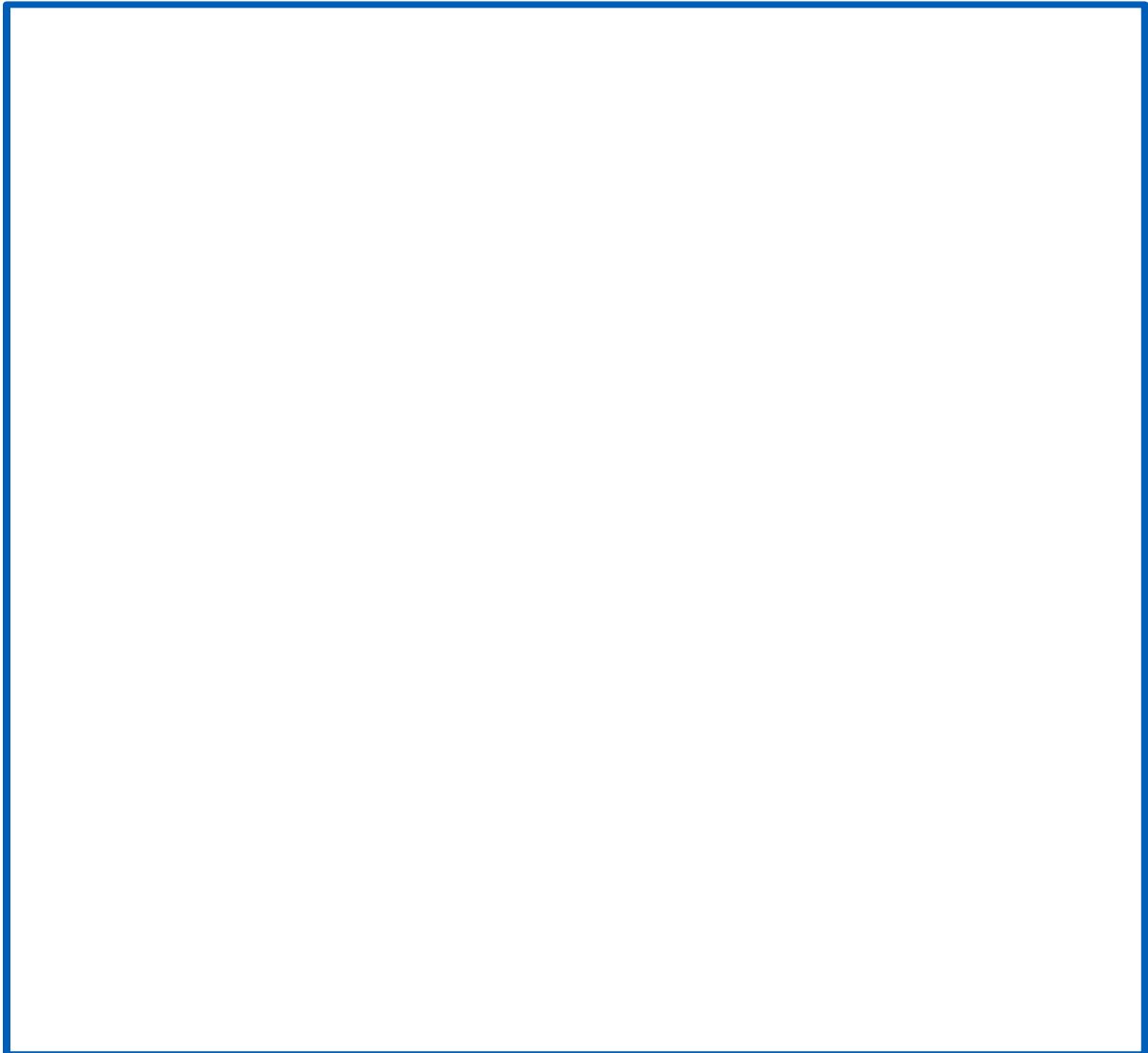
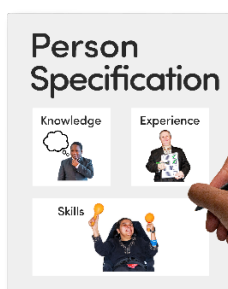
Please tell us what you use a computer and smart phone for.

Do not worry if you do not have lots of experience- but we need to know you can learn new computing skills.

Skills



Please tell us what you are good at that will help you do this job.

A large, empty rectangular box with a thick blue border, intended for the user to write their skills.

You need to look at the **easy read person specification** and **easy read job description** that come with this form.

They will tell you what knowledge, skills and experience you need for the job.



Reference

We need references so that we can talk to people who know you well.



A referee is a person who knows you well but is not a family member or friend.

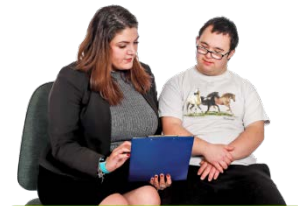
They could be:



someone who supports you



a college or school tutor



jobcentreplus
Work Coach

a work coach



someone
you have
worked with



or a manager



Please can you give us the name of 2 people we can contact for a reference?

Person 1
Name



Job Title



Email



Telephone



Person 2
Name



Job Title



Email



Telephone



Can we contact your referees before you are interviewed?

Yes

☐

No

☐

Do you need support if you get an interview?

Yes

☐

No

☐

Please tell us about the support you need by writing in the box below:



Safeguarding

This is about making sure that you and the people you work with are safe.

Have you ever been in trouble with the police, and it is still on your criminal record?

This might be -

- been found guilty of a crime
- had a caution
- had a reprimand
- had a final warning

Yes

☐

No

☐

If yes, you can tell us about it here, or you can tell us more about it later.

If you're not sure how to answer this question you can ring or email us to discuss.

You can still apply for the job if you have a criminal record.



If you need support, you can call one of these organisations -



NACRO on **0300 123 1999** or

Unlock Helpline on **01634 247350**



We are a **Disability Confident Employer**.



We have a **Guaranteed Interview Scheme**.

This means you would get an interview if:



- you are disabled



- and you have the **knowledge**, **experience** and **skills** listed in the person specification



This is to let you know that everything I have written about me in this form is true.

If you are filling this form in on the computer, you can just type your name.



Signed



Date

Making sure everyone Is treated fairly



The information you give us in this part of the form is confidential.

Confidential means we will not tell anyone about your information.



This part of the form will not be given to the people who decide if you will be interviewed for the job.

We will only use this information to find out:



who has
applied for the
job



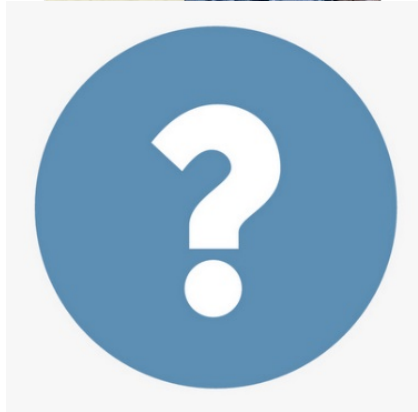
who has been
chosen for an
interview



who gets the
job



Then we can check that we are in line with the **Equality Act 2010**.



So we need to ask everyone who applies for an NHS job some questions.



This helps us to make sure no-one is treated unfairly or left out.



The NHS wants:

- staff to represent its local community



- people of different backgrounds to apply for our jobs



Under the Equality Act 2010,
every organisation must show that
no one is left out because of their -



Age



Disability



Sex or gender



Race



Religion



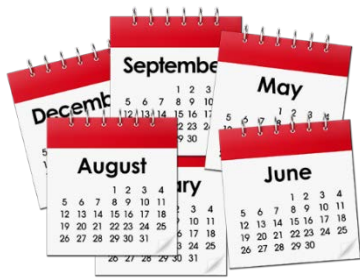
Pregnancy or
Motherhood



If they are
married



Who they are
attracted to



What is your date of birth?
Please write in the box below:

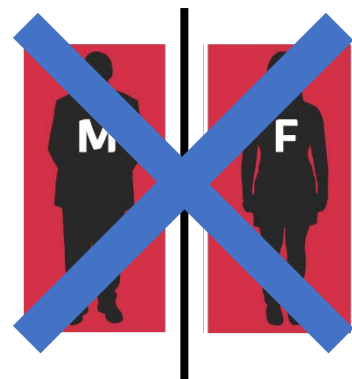
What is your gender?
Please tick one of these boxes



Male

☐

Female

☐

Non-binary

☐

I use a different word for my gender (write it here):

.....



Prefer not to say

☐



Is your gender different to the gender you were told you were born with?

Please tick one of these boxes



Yes

☐

No

☐

Prefer not to say

☐

Are you? Please tick the box that applies to you:



Married

☐

Single

☐

Civil Partnership

☐

Separated (when
2 people live
apart)

☐

Divorced (when
2 people end
their marriage)

☐

Widowed (your
husband or wife
has died)

☐

Prefer not to say

☐



What is your ethnic background?
Please tick the box that applies to you:



White

☐

Asian

☐

Mixed

☐

Black

☐

My background
isn't on this list. I
am

.....

☐

Prefer not to say

☐

Which of the following best describes your sexual orientation (this is about who you fall in love with or who you want to have sex with)?

Please tick the box that describes you



Straight

☐

Gay or lesbian

☐

Bisexual

☐

I have a
different sexual
orientation. I am
.....

☐

Prefer not to say

☐

What is your religion or belief?

Please tick the box that applies to you



Atheism (don't
believe in God)

☐

Buddhism

☐

Christianity

☐

Hinduism

☐

Islam

☐

Jainism

☐



Judaism

☐

Sikhism

☐

Other

☐

Prefer not
to say

☐

Do not
know

☐



Disability

The Equality Act 2010 says
“Disability is a physical or mental health condition that stops you from carrying out normal daily activities.”



If you tell us you are disabled, we will make sure we provide you with the right support if you are invited to an interview.



Are you disabled?

Please tick the box that applies to you:



Yes

☐

No

☐

Prefer not to say

☐



Are you related to anyone who works for NHS England and NHS Improvement?

☐

Yes

☐

No

If **yes**, please tell us who you are related to below:

How are you related to them?



Thank you for completing this form.