

NHS Easy read job application form



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



Job Title

Network Manager - Learning Disability
at NHS England and NHS Improvement

We need to get your application by:



Sunday 6 February

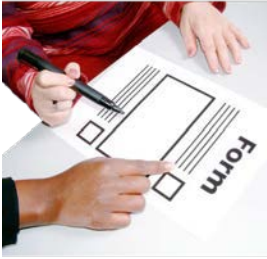
Please send this job application form to:



engage@nhs.net

OR

The Learning Disability and Autism Engagement Team
Quarry House
Quarry Hill
Leeds
LS2 7UE



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

What would you like to be called? Put a tick in the box that best describes you. If you're on the computer you can click in a box to put a tick in it.



Miss



Mr



Mrs



Ms

If you use a different title,
write it in this box -



Mx



Your name

Your contact details



Your address



Your email address, if you have one



What is the best way to contact you? Put a tick in the box or boxes that suit you best. If you're on the computer you can click in a box to put a tick in it.

Phone

Email

Text

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?
Put a tick in one of the boxes. If you're on the computer you can click in a box to put a tick in it.



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.



Do you have a learning disability?

Please only apply if you have a learning disability. You can read what we mean by having a learning disability on page 20 of the job description.



How long would it take you to get to Leeds by train? Could you travel to our office in Leeds once a week?



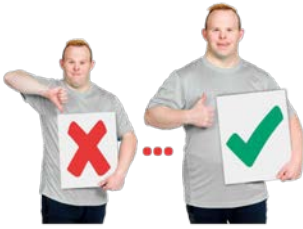
Education

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



Why you want to do this job

Tell us about the things that are important to you in health and social care or that you care a lot about (these are sometimes called things that you value).



Making a difference

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

Please also tell us how you have used your own experience of having a learning disability to make a difference.



Speaking up

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

Please also tell us how you have used your own experience of having a learning disability to speak up.



Involving different groups

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



- black people, Asian people and people from other ethnic minorities
- women
- lesbian people, gay people, bisexual+ people, intersex people and trans people

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



Work experience

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



Skills

What things are you good at that would help you do this job?

For example, tell us if you are organised, good at making information accessible, running meetings and training, or giving presentations. Give examples if you can.

Look at the **person specification** and **job description** that come with this form.

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

Computer skills



Please tell us if you are good at using a computer and smart phone and tell us what you use them for – for example writing documents or doing Zoom calls.

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



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? Put a tick in one of the boxes. If you're on the computer you can click in a box to put a tick in it.



Yes

No

Do you need support if you get an interview? Tick one of the boxes.



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 -



NACRO on **0300 123 1999**



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



Race



Religion



Their gender being different to the gender they were given when they were born



If they are married



Who they are attracted to



Pregnancy or motherhood



What is your date of birth?

Please write in the box below:

What is your gender?

Please tick of these boxes. If you're on the computer you can click in a box to put a tick in it.

Man



Woman



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 (the
person you
married 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
have a
religion)



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 you get 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.