



Umbrella will not normally be able to interview everyone who applies for a job. The decision to shortlist will be based solely upon the information you provide on the application form. The following notes are intended to help you in completing your application form in a way that will enable us to assess it alongside the Job Description and Person Specification.

1. The application form should be completed in black ink or typed as this makes it easier for us to photocopy.
2. Umbrella views the application procedure as a two way process. Please read the information enclosed in this pack to ensure firstly, that you can empathise with the issues which are of concern to us and secondly, that you could work within our organisation.
3. Please pay particular attention to the person specification. This describes the selection criteria that will be used to assess your application. You must give evidence and examples. For example, if the criteria is about your ability to work effectively within a team, you should tell us about the teams you have worked in and give an example of where this has been a successful relationship. Remember, we know nothing about you and will base our decisions on what you tell us.

Please do not attach your CV in response to this section of the application form. CVs will be detached when application forms are given to the shortlisting panel.

4. With this in mind, it is essential that you include all your relevant experience, skills and knowledge. If you have never been in paid employment or have not worked for a long time, think carefully about any experience, skills and knowledge that you may have gained, not necessarily in a formal work or education setting. This may include voluntary / community work, student placement, leisure activities or domestic obligations, for example, running a house or caring for relatives or friends.
5. Your application must reach us by the stated deadline. Late submissions CANNOT be considered.
6. UMBRELLA has tried to make sure that its application process is as open and clear as possible. If you have any questions about the application pack, or if we have used jargon, with which you are unfamiliar, please do ring and let us know. We are also committed to giving you full and frank feedback on your application and how we have assessed it.
7. Please ensure your application is returned to us in an envelope marked **Private and Confidential** for the attention of The General Manager, Umbrella, 64 Birdcage Walk, Mackworth, Derby, DE22 4LD



## **EQUAL OPPORTUNITIES STATEMENT**

Umbrella is a charitable organisation whose aim is to provide parents/carers of disabled children with support, help and information regarding services and facilities available.

This work is undertaken by using both paid staff and volunteers.

Umbrella is committed to providing services, volunteer and employment opportunities on an equal basis to all. No client/service user, volunteer, employee or job applicant is discriminated against in any way on the grounds of gender, age, race, disability, colour, nationality, ethnic or national origin, religious, sex or sexual orientation or criminal record.

Individuals will be treated strictly on the basis of their merits and abilities.

Umbrella will attempt to provide both practical support and literature in the appropriate form to support parents/carers of disabled children.

Umbrella is committed to develop all its services to ensure they are culturally appropriate to user needs.

Umbrella will promote equal opportunities and good practice in its work with other agencies or individuals, who come into contact with the organisation for any reason.

The provision of services and their delivery practices will be kept under review to ensure that they are not unlawfully or unfairly discriminatory and that services are provided on the basis of the individual needs.

Umbrella believes that voluntary activity is an essential part of its work and is open to members of the community.

Volunteers will be allowed to do work normally undertaken by paid staff, so long as this does not deprive paid staff of employment.

Ongoing support and training will be available to all staff, committee members and volunteers.

Umbrella is committed to a programme of action to make this policy fully effective.