



Notes for Applicants

1. All information supplied in respect of your application will be treated as strictly confidential.
2. CV's are only accepted if a Supporting Statement is supplied which should describe how you meet the person specification and should not be more than two sides of A4 in length.
3. Please complete the form fully and in black ink or typescript and remember to sign and date the Declarations. Please ensure your name is on all additional information/continuation sheets.
4. If you have received an electronic version of the form, you may complete this on screen and email your application form, supporting information and monitoring form to us at **jobs@oaa.co.uk** In submitting an emailed application, you will be deemed to have signed the Declarations.
5. Data Protection – please note that we will hold information about unsuccessful applicants for a period of 12 months from the date of interview, after which time the details will be destroyed. We will not use your details for any other purpose without your permission.
6. Criminal Records Bureau (CRB) – all posts within Out & About are subject to completion of a Disclosure check with the Criminal Records Bureau. Any post involving contact with children will fall within the scope of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and you will therefore be required to tell us about **all** convictions, cautions etc even if they would otherwise be considered "spent". More information about Disclosure is available at www.disclosure.gov.uk
7. Notes for Disabled Applicants

In order to ensure equality of opportunity for disabled people, we are happy to provide information about the posts in alternative formats, where disabled people would be otherwise disadvantaged.

In such situations, we are also happy to accept CVs where the information contained is consistent with that required on our application form. Disabled applicants submitting forms in alternative formats are reminded to ensure that they provide all the information requested.

Please do not hesitate to contact us to discuss how we can best provide the job information and application form to meet your individual needs.

