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| **Community Development Worker****BME Mental Health****GENERAL INFORMATION** |

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* Project Background
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| Croydon BME Forum56a Mitcham Road,CroydonCR0 3RGEmail: info@bmeforum.org |
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Dear Candidate

**Re: Application for post of Community Development Worker - Working Age Adults**
**(BME Mental Health)**

Thank you for your interest in the above post.

Please find enclosed an application pack, which should be completed and returned by email or address to the above address **no later than 5pm Friday 14th April 2023**.

Kindly ensure you allow adequate time for your email to arrive in my inbox by 5pm at the latest as it will not be possible to accept applications after the 5pm deadline.

If you have any queries about the post, you are welcome to contact me on the number or email above.

We look forward to receiving your completed application form.

Yours Faithfully

Recruitment Department

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| **Community Development Worker****BME Mental Health****Application Information** |

##### CLOSING DATE

# The closing date for return of completed applications is **5pm Friday 14th April 2023.**

# Your application should be returned by email to: info@bmeforum.org

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# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form
* Recruitment Monitoring Form [this form helps us monitor and improve our recruitment process to ensure we are accessible to all sections of the community]
* Disability Monitoring Form (this form should be returned even if you do not consider that you have a disability in which case please mark the form ‘not applicable’)

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within 2 weeks after the closing date, please assume you have not been successful.

**Interview Details**

Interviews will be held at 56a Mitcham Road, Croydon CR0 3RG week **beginning Monday 24th April 2023.**

Please note there will be two parts to the interview process:

1. A Presentation: we would like you do a 10-minute PowerPoint presentation at the start of the interview. The subject for the presentation will be given to you if you are invited to interview.
2. Face to face interview by a panel comprising 3 people: The Chief Executive of Croydon BME Forum and 2 other members. We expect this part of the interview to last for 45 minutes.

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

# **COMPLETION OF YOUR APPLICATION FORM**

Please clearly state where you saw the post advertised.

**Applicant Details**

Insert all the relevant information including any contact details.

###### Qualifications and Training

Include all of your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement on the basis of your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum/ “Off the Record”.Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

If you have any concerns about this part of the application form, please contact the Agency Director at Off the Record who administers these checks.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date, and will take up references for a full 2-year period prior to your employment.

##### Valuing Diversity Commitment

Croydon BME Forum and Off The Record are committed to a policy of Valuing Diversity. We want to ensure that no applicant receives less favourable treatment on grounds such as gender, marital status, social class, colour, race, ethnic origin, creed, age or disability. We recruit from the widest possible section of the community, with all applicants being considered carefully to the same criteria and with all candidates being given every chance to compete on equal terms.

Your application form will be kept separate from your monitoring forms, which will be used only for statistical purposes and will not be shown to those involved in the shortlisting of applications.

**If you consider that you have an impairment that disables you in society (as defined by the Disability Discrimination Act 1995), you should complete the Disability monitoring form and return this with your application.**

**If you require information provided in an alternative format to enable you to complete your application, please contact Croydon BME Forum on 0208 684 3719 on receipt of your application pack.**

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| **Project Background** |

**COMMUNITY DEVELOPMENT WORKERS - BME MENTAL HEALTH**

The unequal experiences of Mental Health service users from BME communities in England and Wales, compared to the host/majority “White British” population is well documented.

Local research does not suggest that the experiences of the BME population in Croydon are much different from the national picture. For example, the 2001 National Census recorded a local BME population equal to about 36% of the borough population, but the count In Mental Health & Learning Disability Inpatient Census reported, just fewer than 50% of the population of inpatient psychiatric beds in Croydon, were occupied by non-white Black and Minority Ethnic clients on 31 March 2006. Figures such as these suggest the BME population is “over-represented” in inpatient psychiatric services. However, not all BME populations are faced with the same problem, for example it is known that young Asian women between the ages of 15 to 35 years are 2 to 3 times more vulnerable to self-harm and attempted suicide than their non-Asian counterparts, yet local research found that 13% to 17% of young Asian women suffering mental distress sought help from existing agencies whilst 33% sought none at all.

The Department of Health has provided an action plan in the document, “Delivering race equality in mental health care: an action plan for reform inside and outside services”; (2005) and the Government’s response to the independent inquiry into the death of David Bennett (2005), which is the first comprehensive strategy aimed at tackling inequalities in mental health service delivery based on ethnicity. The document draws on earlier documents such as, “Inside Outside: Improving Mental Health Services for Black and Minority Ethnic Communities in England.” and The Independent inquiry into the death of David Bennett (although DRE itself is not a direct response to the inquiry’s report).

“Delivering Race Equality” (DRE) aims to deliver:

* More appropriate and responsive services – achieved through action to develop organisations and the workforce, to improve clinical services and to improve services for specific groups, such as older people, asylum seekers and refugees, and children;
* Community engagement – delivered through healthier communities and by action to engage communities in planning services, supported nationally by 500 new Community Development Workers; and
* Better information – from improved monitoring of ethnicity, better dissemination of information and good practice, and improved knowledge about effective services. This will include a new regular census of mental health patients.

In launching Delivering Race Equality the Government has acknowledged the important role that the Black and Minority Ethnic (BME) communities themselves will have in bringing about changes in mental health service delivery. To support this aim, the BME Community Development Worker (CDW) role has been introduced to the mental health workforce.

The aim of introducing CDWs is to enable greater understanding of the issues facing people from BME communities, so that real improvement takes place in commissioning and provision of mental health services across the full age range. CDWs will work to ensure full participation and greater ownership in the development of effective services, recognising the experiences of BME communities and reflecting their aspirations in the shaping of service developments.

The full remit of the CDW role is as outlined within the Mental Health Policy Guide: Community Development Workers for Black and Minority Ethnic Communities – Final Handbook, and within the earlier Interim Guidance. The key components of the role are outlined below.

* **Seeking out strengths and abilities** within local BME communities to help them to manage and address mental distress, deal with social and cultural stresses contributing to mental illness, and explore how such approaches could be used in a holistic and culturally sensitive ways to manage mental health problems.
* **Supporting community development:** helping groups and individuals to identify needs and concerns, and work out local solutions. Identifying stakeholders, organising groups, working with volunteers.
* **Supporting local groups and networks** so they can be partners in developing and improving mental health and social care services.
* **Developing leadership** locally, creating training and development opportunities; delivering training and development.
* **Developing the skills, knowledge and confidence** of individuals and communities to enable them to create local solutions.
* **Signposting people to information, resources and sources of funding** so that local residents can, take action to meet their own needs.

# **BME COMMUNITY DEVELOPMENT WORKERS IN CROYDON**

Croydon has established a ‘team’ of 4 CDW’s to take forward the aims of the DRE. Whilst all 4 posts work closely together, each post will have a specific age focus as follows:

* Children and young people (aged 0 – 25 years)
* Young Adults (aged 16 – 35 years)
* **Working Age Adults (aged 25 – 65 years)**
* Older Adults (aged 60+ years)

The contract for Croydon’s CDW service is held by two local organisations working in partnership – Croydon BME Forum and “Off the Record” Youth Counselling Croydon. Each organisation employs two CDW’s with the posts focusing on ‘children and young people’ and ‘young adults’ being based within Off the Record and the posts focusing on ‘working aged adults’ and ‘older adults’ being based within Croydon BME Forum. CDW’s will be line managed through their employing organisation with the two organisations meeting together with all four CDW’s bi-monthly.

The post holders for the ‘children and young people’, ‘Young Adults’ and ‘Older Adults’ have already been appointed and we are now recruiting for the remaining post **(Working Age Adults).**

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| \\SBS-SERVER\Documents\CEO\Desktop\BME REBRANDING\logos 2013\BME logo 2013-2.jpg**COMMUNITY DEVELOPMENT WORKER****(BME Mental Health)**(Full time) |
| **Job Description** |

**JOB TITLE: Community Development Worker**

 **(BME Mental Health)**

**Working Age Adults (aged 25 – 65 years)**

**LOCATION: Wellness Centre, Whitgift Centre, First Floor, Unit 1040**

 **56a Mitcham Road Croydon CR0 3RG**

**REPORTING TO: The Chief Executive of Croydon BME Forum**

**SALARY** **£28,560**

**HOURS OF WORK** **37.5 hours per week**

**Purpose of the post:**

* To work at the strategic level, influencing the structure and delivery of mental health services, raising awareness of BME Mental health issues and supporting the development of culturally appropriate mental health services.
* To work in partnership with statutory providers, independent organisations, Faith leaders and communities to promote social inclusion and positive mental wellbeing for members of the Black and Minority Ethnic (BME) communities of Croydon and reduce inequalities in mental health service experience and outcomes.
* Section 5 (2) (d) of the Race Relations Act 1976 applies.

## Main duties and responsibilities:

Commit to achieving the key aims of the Community Development Worker (CDW) Mental Health Project by:

* Building capacity in the voluntary and community sector.
* Supporting the development of health and social care services for BME communities.
* Improving access to services for BME communities.
* Bringing about positive change in access, experience and outcomes for BME Communities in relation to Mental Health service.

**Strategic work**

* Review policies, procedures, strategies and action plans of external organisations and make recommendations for development.
* Present information to those working at a senior level in the local authority and NHS in a variety of formats – from summary reports to presentations.
* Represent BME communities and advocate needs at local and regional strategic meetings.
* Actively support local initiatives around social inclusion, community cohesion, equality and diversity, and wellbeing.

**Capacity Building**

* Support BME organisations to engage locally, regionally and nationally to help them: raise awareness about BME issues; develop solutions; identify and access resources to strengthen engagement.
* Support BME organisations within and across boroughs to better understand and articulate local issues and represent those issues to appropriate persons and agencies.
* Offer capacity building support and signposting to voluntary and community sector organisations by helping them to build their systems, structures and people, including guidance on making funding applications; so that they are better able to identify and meet their own needs.

**Service Development**

* Communicate the mental health needs of BME communities in a way that leads to a process of change and improvement in services.
* Work with commissioners as advocate on behalf of local BME communities to ensure appropriate services.
* Support local groups and networks so they can be partners in developing and service providers on BME issues, including cultural awareness and other related, identified training needs.
* Collaborate with partners – from strategic to operational – to ensure appropriate and meaningful representation of BME issues and for performance tracking against these issues.
* Support Commissioners in identifying and developing appropriate services for BME communities.
* Participate in the planning and development of new and existing health and social care services to improve the mental health and wellbeing of BME communities.

**Access**

* Engage with community leaders and build networking opportunities between leaders and mental health service providers.
* Carry out focus groups and workshops with local community groups in order to better understand their mental health and wellbeing needs.
* Improve and reinforce relations between communities and statutory organisations.
* Support and empower communities to identify and communicate their needs to commissioners through effective consultations and service user representation and the planning and development stage.
* Facilitate and participate in health promotion events and activities with local communities.

**Common Expectations:**

* To undertake training deemed appropriate to the post.
* To work in accordance with the Croydon BME Forum policies (equal opportunities, health and safety, Financial Controls, etc.).
* To ensure a high standard of services and engagement at all times.
* To participate in planning and other meetings as required and show a willingness to share information and knowledge.
* Liaise and work in partnership with a range of local, regional and national partners to promote the objects of the Croydon BME Forum and Off The Record and the CDW Project.
* Establish, maintain and update records, databases, mailing lists, information and filing systems as required.
* Assist with the preparation of monitoring reports, including the Annual Report.
* The post-holder will be expected to attend and or represent the CDW Project at meetings with outside groups or agencies where appropriate and to report back to Croydon BME Forum, Off The Record. This could occasionally involve working outside normal office hours for which time off in lieu (TOIL) will be given.
* Participate in any other reasonable duties which may be negotiated with the Chief Executives and Board of Croydon BME Forum.

**Additional Tasks & Responsibilities Relevant to Specific Posts**

 **Working Age Adults (25 - 65 years**)

* To support the development and provision of integrated services, uniting opportunities in improved health, social care, housing, income, work and leisure, to meet the mental health needs of BME working age adults in contact with the criminal justice system.
* To review and identify gaps in mental health services, to develop culturally appropriate initiatives to improve access, support, treatment and care for BME working age adults.
* To provide support, training and advice on BME issues, to statutory and voluntary services.
* To provide information and support to BME working age adults to help increase knowledge, develop leadership and confidence in shaping local mental health services.
* To raise awareness of, the role of community development workers, amongst the local BME communities.

**REVIEW ARRANGEMENTS:**
This Job Description reflects the requirements of the post at this point in time. However, it is likely to change over time and the Chief Executives and Boards of Croydon BME Forum and Off The Record will consult with the post holder as and when changes are required.

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| **PERSON SPECIFICATION** |

**JOB TITLE: Community Development Worker – BME Mental Health - Working Age Adults**

The requirements listed below indicate the qualities, skills and experience we believe to be necessary in order for the post holder to perform this role effectively. Some of the requirements are essential and some are desirable. To be short-listed it is important that the applicant show clearly how they meet all the requirements deemed essential.

# **KNOWLEDGE, EXPERIENCE, SKILLS AND PERSONAL QUALITIES:Essential:**

1. Ability to discuss issues of mental health, discrimination and stigma openly, diplomatically and sensitively.
2. Knowledge and understanding of the voluntary and community sector, and in particular the BME voluntary sector.
3. Knowledge and commitment to implement equal opportunities to ensure effective partnership working with BME communities and statutory organisations.
4. Experiencing of supporting voluntary and community organisations to improve their capacity and capability to effectively deliver services to the community.
5. Experience of working with a range of partners and/or stakeholders to promote community engagement.
6. Experience and ability to organise, plan and prioritise work and to ensure consistent quality of services and that deadlines are met.
7. Experience of effective delivery and reporting: record keeping; working to deadlines; drafting and monitoring correspondences; dealing with confidential information.
8. Ability to use computerised systems, databases and software - with good word-processing skills and use of other software, such as Microsoft PowerPoint.
9. Effective oral and written communication skills, and the ability to communicate in writing and in person to a range of audiences.
10. Experience of working with tight, sometimes conflicting, priorities.
11. Experience and ability to be sensitive to issues relating to all groups of people.
12. Ability to organise your own work programme, seek opportunities and work independently.
13. Ability and willingness to work as part of a team across two organisations.
14. Ability to be analytical, solve problems, be innovative and use initiative.

###### Desirable:

1. Educated to Degree Level.
2. Being creative, flexible and proactive.
3. Speaker of a second language.
4. Knowledge and experience of different cultures and faiths.
5. Knowledge of relevant national and local policies and legislation regarding mental health, including the National Framework for Mental Health and the Single Equalities Legislation.
6. Experience of effective representation at meetings and events.
7. Experience of arranging and facilitating meetings, and ensuring appropriate follow-up action.
8. Experience of delivering training and facilitating workshops.
9. Experience of negotiating and liaising at a senior level.

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| **CROYDON BME FORUM** **APPLICATION FORM**Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

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| Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SECTION A: PERSONAL DETAILS**Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone (daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION B: EMPLOYMENT**Please tell us about your employment history starting with your current or most recent employment |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

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| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
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| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue on a separate sheet if necessary.

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| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** |
| **Education** |
| Dates | School / College / University attended | Qualifications Obtained(Please state name of examining board) |
| From: | To: |
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| **Professional Qualifications** |
| Dates | Qualifications(Please state name of examining board) | Course Details |
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| **Relevant Training**(Please list dates, examining or organising board) |
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| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue on a separate sheet if necessary)  |
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| **SECTION E: OTHER DETAILS** |
| **Convictions**Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974  |
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| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?If yes, pls give details |

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| **SECTION E: REFERENCES**We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted.  |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview: Referee 1: YES / NO Referee 2: YES / NO |

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| **SECTION G: DECLARATION** |
| I confirm that to the best of my knowledge the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information may result in the withdrawal of any offer of employment.SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **DISABILITY MONITORING FORM** |

**If you consider that you have an impairment that disables you in society (as defined by the Disability Discrimination Act 1995), please complete the following:**

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_

Croydon BME Forum welcome applications from all sectors of the community, including candidates with disabilities.

**Definition:**

The Disability Discrimination Act 1995 defines disability as: “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry our normal day-to-day activities”.

**Arrangements if selected for interview:**

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to interview:

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**Arrangements if appointed:**

Please give below details of any adjustments which would need to be made in order for you to carry out the duties of the job, if appointed:

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**This form should be returned with your application. If you require information provided in a different format to enable you to return your application, please contact Andrew Brown on 0208 684 3719 with details of your requirements.**