

GUIDELINES FOR COMPLETING THE APPLICATION FORM

IMPORTANT – PLEASE READ BEFORE COMPLETING YOUR APPLICATION FORM

Please note: a curriculum vitae will not be accepted; you must complete an application form.

As part of our Equal Opportunities Policy, Oxfordshire Mind asks all applicants to submit only a standard application form. On this form we are inviting you to tell us all your information that relates specifically to the criteria for this post. Our Selection Panel have agreed all the criteria they will be basing their decision on; these are written out for you on the Person Specification. These criteria are drawn directly from the Job Description. You have a copy provided. Please read it carefully. We have clearly outlined all areas essential to the job.

We recommend that you use your application to tell us of any skills, experience or training that pertain to all those listed areas of responsibilities; **do not assume that the Selection Panel will know that you can do something; tell us about it.** Oxfordshire Mind considers indirect experience as valid as direct experience, i.e. include any relevant community, voluntary or leisure pursuits.

This application form ensures that Oxfordshire Mind only considers you on the basis of what we need from the postholder. This approach is part of our commitment to eliminating discrimination from our practices and services.

Other points:

1. Our selection panel is usually made up of four people which means that all applications are photocopied four times. In view of this, your application needs to be presented clearly either in **BLOCK CAPITALS** or by inserting type written text in the relevant sections of the form.
2. Additional sheets may be attached to the back of your application – please don't feel that you have to squash everything in to the boxes provided.
3. Structure your application based on the points in the person specification – if you'd like to add a personal note about yourself, please insert this at the end of your application.
4. Please attach a note of your day-time telephone number in case we need to contact you urgently – discretion will be used at all times.
5. All staff at Oxfordshire Mind must demonstrate a commitment to our Equal Opportunities and Confidentiality Policies.

Oxfordshire Mind Confidentiality Statement

Oxfordshire Mind recognises that it has a responsibility to treat any information it possesses about service users with responsibility, sensitivity and respect. Oxfordshire Mind also recognises the importance of working collaboratively with service users and other agencies and acknowledges that there will be times when information will need to be shared.

Within the organisation personal information will be shared on a 'need to know' basis. This means that it will usually be shared within the team of workers at the day centre or housing project that the service user is using. It may also be shared with the line manager in supervision, and others in the organisation as appropriate.

Outside the organisation personal information will usually only be shared with the service user's permission. Any information shared will only be that which is currently relevant and sufficient for the particular circumstance. If the service user does not give their permission then information will only be shared in the following circumstances:

When there is a risk of serious harm to the individual concerned or to others.

When there are serious concerns about the mental health of the individual concerned.

When there are issues of child protection and Oxfordshire Mind's cooperation is required under the Children Act.

When someone who has been detained under the Mental Health Act is absent from hospital without leave.

When any other relevant law has to be observed, (e.g. the Misuse of Drugs Act), or during a Police investigation.

In these circumstances, ideally the need to share information will first be discussed with the service user concerned. If this is not possible, steps will be taken to inform the person that a decision to share information has been made, unless to do so would exacerbate the risk.

Oxfordshire Mind has signed up to the 'Joint Protocol on the Sharing of Information' which is available from the Mind office.

Oxfordshire Mind believes it is important for service users to be fully informed of the Confidentiality Policy and the circumstances in which information will be shared. Copies will be available at all Mind projects as well as at the Office and individuals will be reminded of the policy when appropriate.

Oxfordshire Mind

Equality and Diversity Statement

Oxfordshire Mind's work is based on a belief in "acknowledging and challenging discrimination and stigma". We recognise that discrimination can take place on grounds such as race, gender, ethnicity, religion and belief system, disability, sexuality, class, age, marital status, or responsibility for dependants. We also recognise that people with mental health problems often face discrimination when seeking access to mainstream services such as advice, housing, support, treatment, education and employment.

Oxfordshire Mind will actively promote cultural awareness and a respect for diversity in the services it provides. We will promote anti-discriminatory practice in all aspects of our work. We will respect the statutory requirements laid down in the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and Human Rights Act 1998. We will follow the recommendations of the Equality and Human Rights commission on the duty to promote race equality (2002, formerly Commission for Racial Equality).

Oxfordshire Mind has an Equality and Diversity Policy which describes what we will do to promote equality and diversity across Oxfordshire Mind. We will challenge unfair discrimination and a lack of respect and foster positive action in the following areas:

- Access to services
- Service delivery
- Recruitment of staff
- Training and supervision
- Marketing
- Partnerships
- Involving service users
- Governance
- Monitoring and review
- Cultural awareness

Copies of the Equality and Diversity Policy are available at all Mind Projects and are available on request from the Mind Office.

Oxfordshire Mind is committed to making the Policy a reality:

- By ensuring all employees understand they have a contractual obligation to apply this Policy positively in all aspects of their work.
- By ensuring that the Senior Management Team and Board of Trustees understand their responsibilities for the Policy's implementation and the monitoring of its effectiveness.
- By taking necessary action to ensure that the Policy is implemented including, when necessary, use of disciplinary procedures.
- By including diversity and equality targets and actions in Oxfordshire Mind's business or organisational plans.

The aim of Oxfordshire Mind is to promote good mental health through the provision of high quality services with active user participation and lobbying and campaigning for change.

In all its activities Oxfordshire Mind ...

- ◆ Works for the rights of people who have been diagnosed as mentally ill to lead an active and valued life in the community.
- ◆ Works to create and sustain a safe and welcoming environment for all who use and work in our services.
- ◆ Works in co-operation with other agencies to provide the best possible care and support for people with mental health problems.
- ◆ Works to influence the planning and provision of mental health services in Oxfordshire and press for a better deal locally and nationally for people with mental health problems.

Mind's work is based on belief in...

- ◆ Valuing the knowledge and expertise of mental health service users.
- ◆ Working alongside people to help them realise their potential.
- ◆ The importance of striving to make mental health services more human.
- ◆ Acknowledging and challenging discrimination and stigma.
- ◆ The importance of community and the benefits of mutual support.