

## **Information about your application:**

Talbot House Trust is committed to safeguarding and promoting the welfare of our children and young people. Successful applicants will be subject to an enhanced DBS Disclosure or online and Enhanced Certificate Check. All appointments are subject to our Safer Recruitment Policy, which is available for you to read within each vacancy page on our website.

**To apply for a vacancy please complete our application form (link above), we are unable to accept CVs due to our safer recruitment requirements.** Applicants will only be considered by completing an application form before the specified closing date and time.

Completion of our diversity monitoring form would help us greatly in monitoring the effectiveness of our recruitment process and in understanding candidates interested in working for us. However, it is not mandatory and it will not affect your application in any way. As per the Data Protection Act 1998, this information will be used for research and statistical analysis only. This will be sent to you following receipt of an application form.

Please email your completed forms to **hr@talbothousetrust.co.uk**.

If you would prefer to complete your form in hardcopy format, please mark it for the attention of: **HR Department and post to: Talbot House Trust, Hexham Road, Walbottle, Newcastle upon Tyne, NE15 8HW.**

## **Reasonable Adjustments**

In line with the Equality Act 2010 and our Equal Opportunities Policy, we aim to be a fully inclusive employer and will make reasonable adjustments for disabled employees. If you have a disability and require a reasonable adjustment to be put in place to assist you in any aspect of the recruitment process, please contact HR.

## **Your Information**

Any information you provide during the recruitment process will be confidentially stored. Once the process is complete, data relating to unsuccessful applicants will be destroyed, after a fixed period of 6 months.

## **HR Contact Details**

If you have any queries about the recruitment process, please contact the HR department. Email: [hr@talbothousetrust.co.uk](mailto:hr@talbothousetrust.co.uk) Tel: 0191 229 0111.