

## GUIDANCE NOTES FOR APPLICANTS

<b>Completing your application</b>	<p>If you have any special access needs throughout the recruitment process, please notify <a href="mailto:appointments@operanorth.co.uk">appointments@operanorth.co.uk</a>, in complete confidence, in advance of your application or interview, whichever stage of the process you need help with.</p>
<b>Returning your application</b>	<p>In most cases, your application should be returned to <a href="mailto:appointments@operanorth.co.uk">appointments@operanorth.co.uk</a>. If another email address is being used to receive applications for a particular job, it will be stated in the advert.</p> <p>Please ensure that you submit the application within the closing time and date stated on the advert. Applications received afterwards will only be accepted at the discretion of the recruiting manager.</p> <p>All applications will be acknowledged by an out-of-office reply to confirm receipt. The outcome of your application will be given to you as soon as possible after interview.</p>
<b>Criminal Records</b>	<p>Having a criminal record will not necessarily be a barrier to working for Opera North. This will depend on the nature of your job role, the nature of the offences, when the offence occurred and your honesty and openness in disclosing your convictions.</p> <p>Offers for roles working with vulnerable groups, such as children, will be subject to an Enhanced Disclosure and Barring Service check. Where this is required, it will be stated clearly in the advert and person specification. Where roles have been identified as requiring an Enhanced Disclosure, you will be asked to declare all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013.) Guidance on this area can be found on the Disclosure and Barring Service website:</p> <p><a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service/about">https://www.gov.uk/government/organisations/disclosure-and-barring-service/about</a></p> <p>Other organisations that can advise on whether a conviction is spent or unspent are <a href="http://www.nacro.org.uk">www.nacro.org.uk</a> and <a href="http://www.unlock.org.uk">www.unlock.org.uk</a></p>
<b>Proof that you are legally entitled to work in the UK</b>	<p>Under the Asylum &amp; Nationality Act 2006, we are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to or upon commencing in their new role.</p> <p>If a post is advertised that is on the shortage occupation list and where we can accept applications from nationals from countries outside the European Economic Area, this will be clearly stated on the advert and person specification. Please note that for Orchestra appointments, only Leader, Principal and Section Principal vacancies can be open to applicants outside of the EEA.</p> <p>Further information about eligibility to work in the UK can be found on the website: <a href="https://www.gov.uk/check-uk-visa">https://www.gov.uk/check-uk-visa</a></p>
<b>How your application is stored</b>	<p>Information provided by you as part of your application will be used in the recruitment process in line with the Data Protection Act, 1998. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 12 months from the date of the interview and then destroyed. If you are appointed, your application form will be retained and form part of your personal record.</p>