

GUIDANCE NOTES Please read before you apply

<p>Storing your application</p>	<p>Your application, diversity form and any other information you provide is kept in line with GDPR Regulations.</p> <p>Your application form is separated and sent to the shortlisting panel. Your diversity form is kept securely within the HR department and is not part of any decision-making, but only used to help us understand statistics. After the interviews, we keep applications stored in HR for a maximum of 12 months, then they are deleted. If you get the job, your application form is kept as part of your personal record. All information is kept confidential.</p>
<p>Proving you can work in the UK</p>	<p>Everyone we appoint has to be able to prove they can work in the UK, either before they start with us or on the first day. Anyone who is a national of the European Economic Area (EEA) can currently work in the UK, or if they have a visa allowing them to work here.</p> <p>If you aren't from the EEA or don't have a visa, you can only apply if the job is on the shortage occupation list – we'll say in the advert if that's the case.</p> <p>Please note that for Orchestra appointments, only Leader, Principal and Section Principal vacancies can be open to applicants outside of the EEA.</p> <p>More information about the right to work in the UK can be found here: https://www.gov.uk/check-uk-visa</p>
<p>Disabled Candidates</p>	<p>Disabled people are under-represented in our workforce and we are part of the Disability Confident Scheme to support disabled candidates and workers.</p> <p>A disability is defined as a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities. Some people aren't sure if they have one, help with this can be found here: https://www.gov.uk/definition-of-disability-under-equality-act-2010</p> <p>It's really important that disabled applicants declare their disability by email to HR Assistant catherine.bourke@operanorth.co.uk so that we can help with any access needs you might have during the application or interview process, and to be sure we are meeting our commitment to interview any disabled applicants who meet the essential criteria for the job in the person specification.</p> <p>Declarations won't be shared with the selection panel before they read your application.</p> <p>Braille, audio and large print application packs are also available on request.</p>
<p>Criminal Records</p>	<p>Having a criminal record won't necessarily stop you working for Opera North – it depends on the job, the offence, when it happened and your openness in declaring it.</p> <p>Offers for roles working with vulnerable groups, such as children, will be subject to an Enhanced DBS check – we'll say in the advert if that's the case.</p> <p>If a job needs 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. More information is available here: https://www.gov.uk/government/organisations/disclosure-and-barring-service/about</p> <p>If you want to find out more about declaring a conviction, go to www.nacro.org.uk and www.unlock.org.uk</p>