**Disability Equality Scotland**



**Job Application Form**

**Easy Read**



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| --- | --- | --- |
| Disability Equality Scotland logo.  A pink outline speech bubble with a pink equals sign inside it. | This form is for people who want to work for Disability Equality Scotland. | |
| An easy read application form and a computer screen with an email envelope on it. | Please fill in this form.  When it’s filled in you can email it to [recruitment@disabilityequality.scot](mailto:recruitment@disabilityequality.scot) | |
|  |  | |
| Calendar pages showing 13 February 2023. | Send it back to us by  **Monday 24March 2023 by 5 pm** | |
| A confident looking woman with a walking aid. Behind her is a green circle with radiating lines, to show 'new'. | Which job at Disability Equality Scotland are you applying for?  Type the job here: | |
| a woman holding a sign with her full name on it | Your full name: | |
| Phone Number on a mobile phone screen | Your phone number: | |
| Email Address on a computer screen | Your email: | |
| Address and Postcode on a letter | Your post address and postcode: | |
| A woman holding books and folders in front of a college. | **Education – where you studied**  Tell us about:   * your schools * your college * your university   The space will grow as you type. | |
|  | | |
| A certificate | **Qualifications – what awards and courses you have done**  Tell us about:   * your certificates * your awards * your courses   The space will grow as you type. | |
|  | | |
| a group of people with tools | **Your job at the moment**  Tell us about your job at the moment.  Or tell us about your last job if you do not have a job right now.  Tell us:   * who your boss is * when you began the job * what tasks you do * how much you are paid   The space will grow as you type. | |
|  | | |
| A young man using a computer. | **Your computer skills**  Tell us about your computer skills.  Tell us:   * what you can do * which computer tools and programmes you know well   The space will grow as you type. | |
|  | | |
| A group of people, some of whom have visible disabilities. | **Making sure that Disability Equality Scotland is fair to disabled people who want to work with us**  We will give an interview to disabled people who have the right skills. | |
| A list with people's photos and names. | If you get the job, you will join the Protection of Vulnerable Groups Scheme. | |
| A smiling man pointing to himself. | Do you have a disability and want to have an interview? | |
| A woman thinking with a green tick and red cross in her thought bubble. | |  |  | | --- | --- | | Yes |  | | No |  | | |
| A woman in her armchair chatting on screen to another woman who looks to be sitting on an office chair using a screen. | What kind of support do you need to have an interview?  Tell us here: | |
|  | | |
| A woman with her thumb up. A man smiling at a desk. | **References**  Tell us 2 people who know you as a staff member well.  They cannot be your family.  We might ask them to tell us about your work skills and strengths. | |
| a smiling woman giving the thumbs up and holding a clipboard with a large green tick on it | **Person 1**  Name:  Email:  Phone number:  If we offer you an interview, can we contact Person 1? | |
| A woman thinking with a green tick and red cross in her thought bubble. | |  |  |  |  | | --- | --- | --- | --- | | Yes |  |  |  | | No |  |  |  | | |
| A man smiling at a desk. | **Person 2**  Name:  Email:  Phone number:  If we offer you an interview, can we contact Person 2? | |
| A woman thinking with a green tick and red cross in her thought bubble. | |  |  |  |  | | --- | --- | --- | --- | | Yes |  |  |  | | No |  |  |  | | |
| **Your supporting statement** | | |
| a man giving the thumbs up next to a list with green ticks on it | This is the part where you can write about:   * why you want this job * why you would be good at the job * how your skills and experience match the list of things we want – the list is called our **Person Specification**.   You can find our Person Specification document in the pack of documents we sent you. | |
| A man typing on his laptop on his lap. | Type or write below.  Write as much as you want to.  The box will grow as you type. | |
| **My Supporting Statement** | | |
| **A hand writing a signature saying R J Smith.** | | Please sign your name here: |
| **A calendar page showing 2023.** | | Today’s date: |



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