

## **Application Process**

Thank you for your interest in the role of **Deputy Director (maternity cover)** at Sound Connections.

### **The application pack includes the following**

- This introductory document, outlining the application process and procedure
- Job Description and Person Specification
- Application form
- Equal Opportunities monitoring form (which is for internal monitoring only and won't be used as part of the shortlisting process)

### **Application deadline**

- Applications should be received no later than **12 noon, Friday 28 May 2021**
- Please send your application by email with '**Deputy Direct (maternity cover)**' in the subject title to [info@sound-connections.org.uk](mailto:info@sound-connections.org.uk)
- Applications received after the advertised deadline may not be accepted

### **Interview dates**

- Interviews will take place online on **Tuesday 8 June 2021**

### **Accessibility**

Sound Connections judges all applicants according to their suitability for the post applied for. Invitation to interview is based solely on a candidate's suitability as communicated via their submitted application form.

Any monitoring carried out during the recruitment process will always be optional and anonymous. If a candidate wishes to refer to their personal disability or health condition in an application, this will not impact the shortlisting process. Sound Connections will not ask about a candidates' health status and/or disability at interview stage unless the candidate chooses to raise a specific question themselves related to it. If this topic is raised, any resulting discussion will be strictly independent of the recruitment decision-making process.

Sound Connections welcomes applicants who may require reasonable adjustments to attend an interview, and encourages applicants to make requests or ask any questions about access if offered an interview.

Following the offer of appointment, Sound Connections is committed to supporting all employees with any assessments (such as for Access to Work) that may need be carried out to determine and acquire any reasonable adjustments that need to be made to the work environment. We are committed to putting reasonable adjustments in place once this has been carried out, and supporting staff if access requirements change over time.

**Interested in applying?**

- If, having read through *all* the information, you are considering making an application and would like to have an informal chat with a member of the team, please email back suggesting some suitable dates and times and we will get back to you. Please send the email to [info@sound-connections.org.uk](mailto:info@sound-connections.org.uk) with the subject “Deputy Director (maternity cover) post enquiry”. Please make sure that you include contact details.
- Please fully complete the application form.
- Do not attach a CV as a supplement to your application. Your application form should contain all the information we require.