



DEVONSHIRE
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Devonshire Group Application Guidelines

Thank you for the interest you have shown in working for the Devonshire Group. These guidelines are provided to help you complete your application. If you require any additional help please do not hesitate to contact the People Team (HR) on 01246 565339.

How to apply for a job

You can apply online for a role by clicking on the “Apply now” button on the job advert on our careers pages, which you can find at <https://devonshiregroupcareers.co.uk/>

You can copy and paste in to the application form from another document e.g. Word, however you may need to reformat it slightly. Please note you will be unable to copy over more characters than the system allows.

You are able to move from page to page, and return to complete the form at a later time, without losing data. Each time you save and exit a link to the application form will be automatically sent to the email address you have provided.

Once you submit the form, you will not be able to change the data.

Accessibility

We are very open to chat about any adjustments to the recruitment process to make your application easier e.g., you may prefer to make a video application rather than an online application. Please contact the People Team directly on 01246 565339 or email PeopleTeam@devonshiregroup.co.uk

We also have a “Recite Me” accessibility tool bar available on our careers page, to access

this please select ‘Accessibility Tools’ from the menu or click on this logo at the bottom of the page



The toolbar provides accessibility and language options to enable you to customise our careers pages in a way that works for you.

Further details and user information regarding the Recite Me toolbar can be found at the end of this document.

Disability Confident

We are proud to be a Disability Confident Employer and are committed to diversity and equality of opportunity.



What does the Disability Confident mean?

As a Disability Confident employer, we are committed to offering an interview to applicants with a disability **provided they successfully evidence they meet the minimum criteria for that job** and will consider them on their abilities.

The criteria required for an advertised job can be found on the job advert itself and in the ‘person specification’ section of the job description attached to the advert.

Applicants should indicate if they wish to apply as a Disability Confident candidate by ticking the box in the Disability Confident section on



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the application form. If you are unsure, please contact the People Team on 01246 565339 or PeopleTeam@devonshiregroup.co.uk

Your application

At the Devonshire Group we are committed to diversity and inclusion, as such our recruiting managers' shortlist without access to personal information such as your name, address and equal opportunities information, this is known as blind shortlisting. This ensures we can seek the best candidate for the role based solely on skills, competence and experience.

The application form allows you to provide equal opportunities information; this helps the People Team measure diversity in our recruitment processes and ensures applicants are treated fairly and equally. In order to assess how successful we are at this we monitor all job applications. We should therefore be grateful if you would complete the questions on this part of the application form. All information will be treated in confidence. The equal opportunities questionnaire will only be visible to the People Team and not the shortlisting panel, and is used only to provide statistics for monitoring purposes, the completion of this is voluntary. Thank you for your assistance.

Where possible, we ask all our applicants to submit their details via our online application form; this ensures we are able to maintain blind shortlisting. Where there is an opportunity for you to provide free text or attach a document (e.g. CV), please do not include any personal details e.g. name, address, date of birth or nationality, this is to ensure fairness and equality in the recruitment process.

Attaching documents

Some adverts will permit you to attach a supporting document e.g. a CV, while others will use a longer application form to enable you to incorporate this information. Our recruitment system will only permit the attachment of **one** document (e.g. Word; PDF) to your application, so if you also wish to include a cover letter in addition to your CV, then we suggest you incorporate this in to your CV document as page 1. If you submit your application before attaching a document then please contact the People Team for assistance on 01246 565339 or PeopleTeam@devonshiregroup.co.uk.

Please do not include details of referees in your CV; we do not require these at this stage.

Right to work

You may be asked to confirm that you have the right to work in the UK. If you do not have the right to work in the UK, unfortunately, you will not be able to progress your application further.

Your employment history

You may be asked to enter your work history for the last 10 years, starting with your current or most recent employment. You will have the opportunity to account for any gaps (lasting longer than 28 days) in the section following employment history.



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Your learning, development and education

Tell us about any relevant education, courses or qualifications you have achieved. In terms of your education, please only reference your highest (or most relevant) qualification i.e. if you have a degree you do not need to tell us about your secondary education. Pay particular attention to any qualifications/education required on the job description/person specification document attached to the advert.



Professional membership

Please tell us about any relevant current professional memberships if applicable to the role.

About you

We appreciate the time and effort involved in applying for jobs and we want to try and help you as much as we can. Please consider the following before completing your 'about you' supporting statement which is a very important part of your application. Pay particular attention to the job description document attached to the advert for the role you are applying; the job description gives you details about the job. It lists all the main duties and responsibilities that you will be required to carry out.

At the end of the job description, you will find a 'person specification'. This will tell you about the qualifications, skills, personal qualities, knowledge and experience you must have to do the job. These are often listed as essential or desirable criteria. Essential criteria are the qualifications, experience, skills or knowledge you must have to enable you to perform the role effectively. Desirable criteria are those skills and experience that may enable better or immediate performance in a job. These may be used to decide who to invite to interview if there are a high volume of applications. You should provide evidence of how your previous experience, skills and knowledge meet the essential and desirable criteria for the job. You



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can use examples from different areas of your life and not just employment.

In your supporting statement, you should also pay attention to our core values and tell us about the skills and experience you have in relation to these that make you suitable for the role you are applying.

Your statement should not exceed 1500 words.

The Devonshire Group core values:



Our vision

Benefiting our heritage, our people and our shared future

Our core values

Each generation of the Devonshire family is guardian of the fundamental values that enable our enterprises and charities to prosper

We believe in



Declaration

This is your final opportunity to review your application prior to submitting. Please take this chance to use the navigation buttons to ensure that the information you have provided is accurate and complete and tick the box as directed. Once you have clicked the 'submit' button you will no longer be able to edit your application.

Technical difficulties

If you are experiencing technical difficulties with the online application system please contact our People Team on 01246 565339 or email PeopleTeam@devonshiregroup.co.uk. We will ask you for details of the issue and try to resolve this for you; however, on occasion

we may need to refer the issue to our recruitment system software provider, Hire Road.

What happens next?

After the closing date your application will be reviewed against the essential and desirable criteria for the role. In most cases you will be notified via email if we wish to progress your application further. This is usually within 7 days of the closing date. However, in cases where we have received a high volume of applications this process may take a little longer, but we will always try to let you know if this is the case.

Those candidates who will not be progressing further will also be notified. Please note that due to the volume of applications we receive for some roles we are unable to provide feedback for everyone. We do however appreciate that feedback can be valuable and

Data retention

aim to provide this where possible.

The information that you submit is electronically held and processed by the Devonshire Group.

By entering your personal information, you are permitting the Devonshire Group to access and use the information for recruitment purposes and as stated.

Your data will be saved periodically before you reach the end of the application form. This is to help you if you want to complete the form over a number of visits and to limit data loss as a result of technical issues such as an accidental browser closure or a loss of internet connection.



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The Devonshire group will store your details for a retention period of 12-months and your personal information will be deleted automatically once the data retention period is reached.

Should you wish to remove your details prior to automatic deletion or for any other queries about how your information is stored please contact the People Team on 01246 565339 or email PeopleTeam@devonshiregroup.co.uk.

Offers of employment

Please note that all offers of employment are subject to the following:

- Two references, one of which must be from your most recent employer or education establishment.
- Proof of right to work in the UK.
- Completion of a medical questionnaire to establish if any reasonable adjustments are required in your new role.
- Disclosure and Barring Service (DBS) check (where applicable to the role).

Recite Me Digital Accessibility User Guide

Recite Me believes in accessibility for all, allowing everyone the opportunity to use the internet in the way that it is intended.

We pride ourselves on being a company that goes the extra mile to improve communication and quality of service for our customers and staff. To fulfil this mission, we now provide Recite Me assistive technology on our careers website, which enables our careers site visitors to customise their experience in a way that best suits their individual needs.

Recite Me Web Accessibility and Language Toolbar

Recite Me is innovative cloud-based software that lets visitors view and use our website in a way that works best for them.

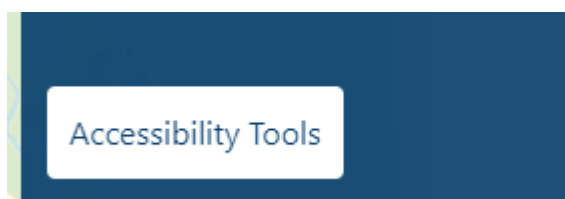
We've added the Recite Me web accessibility and language toolbar to our website to make it accessible and inclusive for as many people as possible.

It helps 1 in 5 people in the UK who have a disability, including those with common conditions like sight loss and dyslexia, access our website in the way that suits them best.

It also meets the needs of the 4.2 million people in the UK who speak a language other than English at home, by translating our web content into over 100 different languages.

How do I access the Recite Me toolbar?

Go to the drop down menu on the careers page and click on "accessibility tools"



You can open the Recite Me Accessibility Toolbar by clicking on the "Try Our Toolbar" button in the top right corner of the page.

This button now appears in the top right corner of every page of our website.

Recite Me toolbar button

After you click on the "Try Our Toolbar" button, the Recite Me toolbar opens and displays a range of different options for customising the way the website looks and ways you can interact with the content.





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How does Recite Me help me access this website?

Recite Me helps people access our website and customise the content in a way that works best for them

The Recite Me toolbar has a unique range of functions. You can use it to:

- Read website text aloud (including PDFs)
- Download the text as an MP3 file to play it where and when it suits you
- Change font sizes and colours
- Customise background-colours
- Translate text into more than 100 different languages
- Access a fully integrated dictionary and thesaurus

Recite Me User Guide



Play Audio

Back: Rewind to the previous paragraph of text.

Play: Click the Play button to read the text aloud.

Forward: Skip forward to the next paragraph of text.



Text Options

Decrease: This will decrease the text size.

Font: You can change the font that displays on the page

Increase: This will increase the text size

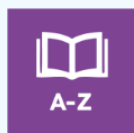


Colour, Ruler and Mask

Colour: Change the background, text, and link colours

Ruler: Click to enable the reading ruler

Screen Mask: Will create a letterbox for focused viewing of a section of the page



Dictionary, Translation, and Magnifier

Dictionary: Highlight and click on this to view the definition of the word

Translation: Translate text into a different language

Magnifier: Click and drag the magnifying glass to magnify text on the screen.



Margins, Plain Text Mode, and Download Audio

Text Mode: Remove images to view content in plain text mode

Margins: Change the text dimensions by narrowing the width of the text column

Download Audio: Highlight the text then click the button to download the text as an audio file



Settings

Settings: Adjust your Recite Me toolbar settings

Reset: This will restore the default settings


User Guide: This will give you an overview of the Recite Me Toolbar Features

Do I need to download anything to enable Recite Me?

No. Recite Me is cloud-based software so there is no need to install anything on your computer.

How do I launch the Recite Me Toolbar?



To Launch the Recite Me Web accessibility toolbar you will need to click on the  button which you can usually find 'floating' on the right-hand side of the screen. This will then launch the toolbar, which will appear at the top of the page.

How Do I Disable the Auto Read?

To disable the auto read you need to click on the button marked "Settings". This will give you a list of 3 functions to choose from. You need to click on the bottom to the Right of the option marked "Autoplay" this will then disable auto-read.

Does Recite Me work across different operating systems and mobile devices?

Yes. Our software works on multiple devices and operating systems including Android, iOS, Linux, Mac, and Windows devices.



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Can I save my Settings?

The Recite Me toolbar uses cookies to save user settings.

How do I change the Language?

To change the language of the website that you are viewing you need to select the button marked “Languages”. This will then produce a drop-down list of all the languages that Recite offers. Find the language that you want from the list and press on it, the site will then be converted to that language.

How do I create an MP3?

To create an MP3, first, turn off the Autoplay option located within the settings button. Highlight the section of Text that you wish to create into an MP3. Once highlighted select the Download Audio button from the toolbar. You will then see a message telling you that your file is being created. Once created you will see the file appear ready at the bottom of the web page. You can now either listen to the file created or save it to a location of your choice.

How do I Turn Recite Me Off?

To Close the Recite toolbar simply click on the icon marked “Close” to the right of the Toolbar

Why is Accessibility Important to us?

Accessibility is important to us as it provides all users with equal access and opportunities, regardless of their individual circumstances. We are committed to regularly monitoring our websites accessibility, with use of the Recite Me accessibility checker.

Where can I find support for Recite Me?

If you have any questions about Recite Me you can contact us by email at info@reciteme.com or call us at 0191 432 8092.