**Information about applying to work with Bridge Creative**

* In each answer to the Application Questions, try to give us examples to show how you meet each of the bullet-pointed criteria, highlighting your experience and skills, and the outcomes of those examples.
* If your skills or experience do not exactly match a particular area, think about whether there are areas where you have demonstrated a similar skill and explain to us how you think that would help you in the role.
* Whilst we hope to find someone who fits all of the areas on the person specification, please do not be discouraged from applying if there are one or two areas which you think you do not meet. If we think you demonstrate that you are the right candidate in other areas, then we will do our best to find ways to support you to gain the experience you need.
* We strongly recommend asking someone you trust, such as a friend or family member, to read through and check your application and give you feedback before you send it.
* If you are shortlisted for interview, we will send you some more information about the interview process and what will be required so that you can prepare properly. This is to make sure you have the time and space to plan, and so that we can give you the best possible chance of demonstrating your skills and experience to us.

**Will I have to travel for an interview?**

We plan to conduct all interviews via Teams, Messenger Rooms or Zoom until further notice.

**Will the role include face-to-face support or be office-based?**

At the moment we are working remotely from home but have plans to support people in person in the near future. This work will be based in Bishop Auckland. Please make sure you are able to travel to Bishop Auckland and willing to work directly with people (all social distancing and government safety guidelines will be adhered to at all times including the provision of PPE).

**I am a Deaf and/or disabled person and am worried about whether this role will be accessible for me. Will you meet my access requirements?**

We are a disability-led organisation and a Disability Confident employer and will do everything we can to support Deaf and disabled people in their roles. We will always make any reasonable adjustments we can and will support you to make an application for Access to Work for any additional resources you might need.

**What can you do to make the interview process accessible?**

We will ask you prior to the interview if you have any access requirements and meet those as best we can.

At your request, we can send out potential interview questions a few days before the interview takes place. This is to give you time to consider the questions, carry out any research and give us your best answer possible. However, we will expect you not to read from a script of answers.

**There are some gaps on my CV due to childcare, ill health or another reason. Will this count against me?**

No. We recognise that some people do have gaps in their employment histories for reasons that have no bearing at all on their ability to perform the role.

**Will I need to do a DBS Check?**

Yes, all roles will require a DBS check due to the nature of the work we do and who we support.