

# Guidance Notes for completing Application Forms

## Completing the Application Form

It is our normal practice to request all candidates (whether internal or external) to complete an application form in respect of potential employment or volunteer work, as information supplied in the same format makes selection fairer. **All sections of the form should be completed in BLACK INK** and may be typed or handwritten as you prefer. We do not accept CV's.

Completing the application form is the first stage in the selection procedure. The information you provide in it is the only information we will use in deciding whether or not you will be short-listed for interview, so you are strongly advised to complete the application form as fully as possible.

Before completing your application form, please read the job description, and person specification carefully. These documents outline the key accountabilities to be performed, and the skills, abilities and qualifications required of the post-holder. You will need to demonstrate that you meet the requirements of the person specification, (or at least have the potential to do so), in order to be considered for shortlist and interview.

***Please note that the enclosed Equality and Diversity Monitoring Form must be returned with your application form even if you do not wish to complete the details.***

## Position Applied For

This information may have been completed for you, if not please insert the details yourself.

## Closing Date

Applications received after the specified deadline will not normally be accepted.

## Data Protection

The Association will only use the information provided during the recruitment process and during your employment to process your application and provide data to Government Departments and other bodies in accordance with the Data Protection Act 1988. The Association also uses closed circuit TV and video recording on its premises. Personal Data will be treated in confidence and will not be disclosed to any third party except where the Association is required or permitted to do so by law, or where the individual has given his/her consent in advance.

## **General**

Please ensure you provide all the information requested.

## **Personal Details**

You must complete this section. If you cannot be contacted at work, please ensure that you indicate this on the form. Please note that we will normally contact short listed candidates by e-mail (wherever possible). Therefore please provide an accurate e-mail address (if available) and ensure you check your e-mail for details.

## **References**

All jobs are offered subject to receiving satisfactory references. You must provide the names, e-mail addresses, addresses and telephone numbers of two people who are able to comment on and provide information about your suitability for the post. One of these must normally be your current or most recent employer.

References provided by your relatives, friends or people with whom you live are not acceptable. Instead, you should use someone who knows your capabilities and can comment on your reliability and is aware of your potential.

If you have been self-employed, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided.

It is always advisable to ensure that your referees know that you have nominated them as referees before we contact them to obtain references. Make sure that the people you choose are willing to act as referees before you give us their details. If you do not want us to contact one, or both, of your referees before interview, please remember to indicate this on your form.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

## **Employment History**

### **Present or most recent employment**

Please state your current job title and employer's name, address and telephone number in full. If you are not currently employed, please give details of your most recent job.

### **Applicants with Disabilities**

It is the Association's policy that we guarantee to interview all applicants with a declared disability who meet the minimum criteria as outlined in the job description and person specification.

### **Previous Employment**

Please complete this section, starting with your most recent job or work experience first.

In this section you must detail the dates during which you were employed, the name of your employer, job title, salary at the time of leaving and your reasons for leaving the post.

## **Education, Qualifications and Training**

Please ensure that you give all the information needed, including dates. In some instances certain qualifications will be essential for the job; if this is the case you will be informed. In addition, you should give details of any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for.

## **Experience and Additional Information**

This is the most important section on the form. It is your opportunity to tell us why you are suitable for the job and your reasons for applying for the post. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and skills, abilities etc. needed to perform the job effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities.

You may find it useful to deal with each point in the person specification in turn, making sure you relate your experience and skills to each short-listing criterion. This will ensure that you structure your supporting statement clearly and coherently, which will help us during the short-listing process.

If you are an internal candidate temporarily covering the advertised post, you still need to meet the criteria. Please do not assume that you will automatically be shortlisted.

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

Ensure that the information you provide is organised and relevant. Write in a positive way e.g. "I was responsible for ....." or "I organised.....". Remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

## **Membership of Professional Bodies**

Details of membership to any Professional Bodies should be provided if applicable.

***Please note that you will be required to produce the original certificates of qualifications and membership documents/certificates of any Professional Bodies at interview or when appointed.***

## **Languages**

Please provide details of any languages spoken fluently (other than English).

## **Relationship to members or Employees**

Disclosure of this information is extremely important as a finding of a failure to do so at a later date may result in disciplinary action against the employee.

## **Rehabilitation of Offenders Act 1974**

With the exception of those applying for clerical, secretarial and administrative posts, the provisions of the Rehabilitation of Offenders Act 1974 relating to the nondisclosure of spent convictions does not apply to those seeking to work in a paid or voluntary capacity at the Association.

Because of this exemption, the Association encourages you to disclose any convictions, cautions and bind-overs, including those regarded as 'spent' or any other matters at the earliest opportunity in the application process as Disclosure checks through the Criminal Records Bureau (CRB) will be made once the application is successful.

Details of any convictions etc. should be attached to the application form in a sealed envelope marked 'confidential' and addressed to the Human Resources Department.

If you are invited to attend for interview, you will be requested to bring with you proof of identity in the form of either a current passport or photographic driving licence to enable us to verify your identity. You will also be required to bring with you any certificates or academic and vocational or professional qualifications so that copies can be taken on the day.

## **Recruitment of Ex-Offenders**

Having a criminal record will not necessarily bar an individual from working with the Association. This will depend on the nature of the position and the circumstances and background of their offences.

## **Equality and Diversity Monitoring**

The Association is committed to preventing discrimination and providing equality of opportunity and so staff appointments will be made on the basis of ability only. In order to monitor policy, **and for that reason only**, we ask you to answer the questions on the application form. If you do not wish to complete any part of the monitoring information, you do not have to do so. **Your application will NOT be affected.** Your records may be maintained on a computer database. Under the provisions of the Data Protection Act 1998 you may see a copy of all such information about yourself. If you have any reason to believe that your application for employment has not been fairly considered and that you may have been discriminated against for any reason please write promptly to the Chief Executive of Unity Housing Association.

## **Asylum & Immigration Act 1996**

Under this piece of legislation it is a criminal offence for the Association to employ anyone who does not have the right to work in the UK. In order to meet with the requirements of the Act, all candidates offered employment will have to produce documentary evidence of their identity and right to work in the UK, in accordance with the documents specified in the Act, before confirmation of employment is made.

## **No-Smoking Policy**

The Association is a non-smoking environment on the grounds of health, safety and hygiene. Smoking is permitted only in a limited number of designated areas. This applies to all staff, and visitors.

## **Offer of Employment**

All qualifications will be checked either at interview stage or on commencement of employment. Should any of the required checks prove to be unacceptable this may lead to any offer of employment being withdrawn.

Providing false information is an offence and could result in your application being rejected, or disciplinary action being taken up to and including summary dismissal if you have already been appointed, and possible referral to the police in certain circumstances, if you have knowingly given false information.