

# APPLICATION GUIDANCE NOTES



Please read these guidance notes carefully.

When you apply for a job with Six Town Housing selection for interview is based upon the information you provide on the application form. With your application form you will have received:

**A Job Description** - this gives you details about the job. It lists all the main tasks and duties which the post-holder will be required to carry out.

**A Person Specification** - this tells you what qualifications, skills, knowledge and experience you must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria you may still be invited for interview.

**A competency form** – this asks you for some additional examples of where you meet the essential competencies for the role. You are asked to give examples of particular situations where you have demonstrated a competency (behaviour) to support your application. You must stay within the specified word count for these examples.

**Access to the Job Description and Person Specification for Disabled People** The job description and person specification can be made available in large print, braille, audio tape or on computer disk for people with a visual impairment or other disability.

## Some points to bear in mind before you start

- Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs.
- Make sure your application relates to the requirements of the job description and person specification.
- Please use the application form provided, continuing on separate sheets if necessary. A CV(curriculum vitae) will not be considered.
- When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages please ensure that they are numbered and securely attached. On each additional page (including the competency form) you should also write on your name and the post you are applying for. All personal details will be removed before sending to the short listing panel.
- Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.

## Completing your application form

The application form is in two parts - Section A and Section B

### **Section A**

In this section we ask for your personal details, such as your name, date of birth and any other information from which a short listing panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the short listing panel will only have access to the information contained in Section B.

### **Section B**

This Section asks for the information we need to consider when we draw up a shortlist based on the person specification.

## Section A

### **Personal Details:**

Make sure that your full name, address, preferred title, date of birth and home and work telephone numbers are legibly written.

### **References**

You should give the name, address and designation of 2 referees, one of which should be your current employer (or most recent employer if you are unemployed). The choice of your second referee is at your discretion, but should not be any of the below mentioned. If you have not been employed before, you should give the name of a teacher or lecturer who knows you well enough to comment on your ability to do the job. If you have no previous experience, have recently entered the country or the company you worked for has closed down, references from a non-employer (e.g. your doctor, your solicitor, your former-teacher) may be acceptable. References from relatives or partners will not be acceptable. It is the policy of Six Town Housing not to accept board members as referees.

### **Equal Opportunities Monitoring**

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment.

Every job applicant's suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.

## **Section B**

### **Post Details**

Please copy the relevant information detailed in “Section A 1. Post Details”.

### **Present Employment**

If you are currently employed give details of your present job. If you are not currently working leave this section blank.

### **Previous Employment**

Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order.

### **Education**

Give a list of all your qualifications including grade/level achieved, starting with those you obtained most recently. Make sure you include everything, except professional qualifications (those that require you to be a member of a professional body). We need this information to assess whether you fulfill the essential qualifications for the vacancy. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the UKNARIC telephone number 01242 260010.

### **Professional Qualifications**

If the vacancy requires a professional qualification as essential criteria, you will need to list your membership body, type of membership, title of qualification and the date it was awarded here. Alternatively, if you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here.

### **Other Training**

Detail here any other training you have undertaken which may be relevant to the post (e.g. First Aid at Work Training, Assertiveness Course, employer training) along with the dates the training was carried out.

### **Sickness Absence**

Detail here any periods of sickness you have had within the last two years. Our person specification also states as an essential criteria that a candidate is able to demonstrate an acceptable attendance record. Six Town Housing accept a total of 18 days over the two years as a maximum. Please note that all absences relating to conditions that are covered under the Disability Discrimination Act and pregnancy related illness, will not be included in this total. Also one absence totaling up to 28 days will also be discounted.

### **Relevant Skills, Knowledge and Experience**

This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the short-listing criteria contained within the person specification.

As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something, you must qualify this by giving details of how you did it and what was involved.

### **Competency Form**

This must be completed using real examples from your own experience. This may be from a work situation or from your personal life or education. Please ensure you do not exceed the word count and make examples relevant and recent wherever possible.