

# Application for Employment – Guidance Notes

*Read through all of these notes carefully before completing the application form*

## GENERAL GUIDANCE

This application form may be completed by hand or electronically. If completing by hand, use only blue or black ink. If completing electronically, only use regular Arial font. If you require any assistance in completing your application, or require it in a different format, contact our Personnel Department. You may find it useful to prepare a rough draft before filling out the application form. Similarly, it may be useful to take a copy of the form for your own records once you have completed it.

**Candidates will be shortlisted solely on the information supplied in Sections 2, 3 and 4 of the application form.** Sections 1, 5 and 6 may then be made available to the selection panel at interview stage, if relevant. Section 7 is purely for monitoring purposes and will not be made available to the selection panel at any stage of the recruitment and selection process.

If you are successfully shortlisted and invited to interview, we will send you a further form which you will be required to complete and bring with you to the interview. This will request:

- Information relating to absences from work due to sickness or ill health in the past 2 years,
- Any reasonable adjustments that you may require as a result of a disability to enable you to carry out the job if you were appointed
- Names and addresses of two referees, one of which must be your current employer (or most recent employer if you are not currently employed)
- Details of any criminal convictions you may have, and where applicable (depending on the position you are applying for), any unspent convictions, cautions, reprimands, final warnings and any other non-conviction information that may have a bearing on your suitability for the job for which you are applying.

If you think you will be unable to provide us with any part of this information, please contact the Personnel Department for advice before completing your initial Application Form.

## **JOB APPLIED FOR / JOB REFERENCE NO. / LOCATION (Page 1)**

Complete job title, job reference number and location (where appropriate) as detailed in the job advertisement.

### **1. PERSONAL INFORMATION (Page 1)**

Enter your full name, address, telephone and e-mail details clearly so that we are able to contact you if necessary.

### **2. YOUR SKILLS / KNOWLEDGE / ABILITIES AND EXPERIENCE (Page 2 and 3)**

The only information that should be provided in this section is that which relates to the job related knowledge, skills and experience that are detailed in the Person Specification section of the Job Specification. If you do not demonstrate how you meet the requirements outlined in the Person Specification you will not be shortlisted and therefore, not invited to an interview.

You need to demonstrate how the experience, qualifications, skills and knowledge that you have gained through employment, training/education, voluntary work or life experience make you suitable for the job for which you are applying.

***You are only able to use the space provided on Pages 2 and 3*** so keep to the point and be concise. If you are completing the form electronically, you will need to click and type in the box on Page 2, which will automatically continue to create Page 3. Ensure you do not allow this to continue onto a fourth page.

**Applications will NOT be considered for selection if:**

- They exceed the space provided on Pages 2 and 3
- The font size is reduced to less than Pt. 12 (if completed electronically)
- Any extra pages of information or a CV is enclosed
- The handwriting is unreadable

**3. WORK EXPERIENCE / VOLUNTARY WORK / BREAKS IN EMPLOYMENT (Page 4)**

Include all details of your work history (paid and unpaid/voluntary), starting with your most recent/current employment. Include details of any breaks in employment and if relevant, these may be discussed further at interview.

**4. EDUCATION/QUALIFICATIONS/TRAINING (Page 5)**

In the first section, give details of all secondary education which may be relevant to the job you are applying for. Include details of any further and higher education, professional qualifications, part-time and evening classes.

In the second section, also include details of any relevant training courses you may have attended, via your employer or externally, or any personal development activities you may have undertaken. Also detail membership of any professional bodies in this section, if applicable.

**5. DISABILITIES (Page 6)**

NCHA is committed to achieving equality of opportunity in employment and will endeavour to take whatever steps are reasonable in the circumstances to prevent disabled applicants or employees being disadvantaged and to ensure they have equal access to employment opportunities. By providing any relevant information in this section, you will allow us to meet our obligations under the Disability Discrimination Act and enable us to provide any assistance and support you may require in making your application.

**6. DECLARATION (Page 6)**

All applicants must sign the declaration. Unsigned application forms or those completed electronically will need to be signed at interview if you are invited to one. Providing false information or failing to disclose relevant information on the application form is grounds for rejection of your application, withdrawal of any offer of employment and/or dismissal should you subsequently be employed by NCHA.

Schedule 1 of the Housing Act 1996 is designed to prevent staff, board members or their families benefitting from a connection with NCHA. To comply with this, we require you to declare any 'close personal relationship' that you may have with an employee, board member or contractor/consultant who might be connected to NCHA. This is so we can protect against actual or potential conflicts of interest, any abuse of position or unfair advantage gained as a result of this relationship. Any connection will not necessarily bar you from employment but must be declared at this stage to allow further investigation. The definition of 'close personal relationship' is broad and can include the husband, wife, partner, parent, grandparent, children, grandchildren, brother or sister of an employee, as well as similar relations by marriage (i.e. 'In-Laws'). The definition can in some cases go wider than the above categories so if you are in **any** doubt, the best course of action is to contact the Personnel Department for advice.

**7. MONITORING (Page 7)**

NCHA is an Equal Opportunities Employer. We welcome applications from people regardless of their racial/ethnic origin, disability, sex, sexuality, age or responsibility for dependants. In order to monitor the effectiveness of our Equalities and Diversity policy, we ask all applicants to complete this section. It will not be used as part of the selection process but will be used to produce anonymous statistics for our reporting purposes. If you are appointed, this information will be retained on our personnel systems as part of the employment relationship.