

Guidance notes

Candidate guidelines for completing an application form



General

Please use **black ink** to complete the form to facilitate photocopying. Tailor each application to fulfil the requirements for a particular job.

Please do not send in CVs, the application form requests

the information required and is designed to ensure fairness when shortlisting.

Generally applications received after the closing date will not be accepted.

Completing the form

Before filling in the form it is useful to prepare the information you wish to include on your application on a separate sheet of paper.

Please read carefully the information sent with the application form:

Job Description - this tells you about all the duties and responsibilities involved in the job you are applying for.

Person Specification - this relates to the job description and itemises the job requirements in terms of knowledge, skills, abilities, educational achievements and experience that you need to do the job. Applicants must meet the essential criteria and demonstrate how they meet the requirement of the Person Specification.

A good application is one in which the applicant has fully demonstrated, with good working examples, that they can meet all the job requirements as shown on the Person Specification. It is not sufficient just to repeat the wording in the Person Specification. To do this you should give examples from all your relevant experience - whether from a past or present job, voluntary work, school/college work or even leisure interests. This is your chance to sell yourself.

The shortlisting panel will consider all points on the Person Specification and then look through your application form to see where you have clearly demonstrated that you meet the job requirements in terms of knowledge, skills, qualifications, abilities and experience.

The shortlisting panel can only make their selections based on the information you give - they cannot make assumptions about you. You should spend time thinking about the job you are applying for and include the relevant knowledge, skills, qualifications, abilities and experience you have to offer.

It is important that you demonstrate your relevant experience with regard to all the job requirements as shown on the Person Specification. If you fail to include one of the job requirements it could put your application at a disadvantage when compared to other applications.

Note for disabled candidates and accessibility

If you are a disabled candidate and you meet all the essential requirements on the Person Specification you will be guaranteed an interview.

If you are offered the role, reasonable adjustments will be

made (if necessary) to enable you to carry out the role.

If you require any assistance to complete your application please contact a member of the HR team on 01942 267755

After completing the application form

Ensure that your application is returned to the address shown on the application form or emailed to HR@adactushousing.co.uk, by the closing date. **Please note all correspondence regarding your application will be via the email address you provide on your application form.**

Please check your junk email box incase emails are redirected there automatically. If you don't provide an email address correspondence will be sent by post.

On completion of the selection process the most suitable candidate will be offered the post.

Declaration of criminal offences

In order to protect the interests of the community, every effort is made to ensure the information provided by applicants is accurate. This is achieved by the potential employee being asked to apply for a "Disclosure" from the Disclosure & Barring Service for certain posts.

The Rehabilitation of Offenders Act of 1974 states that an individual who has a conviction for a criminal offence is, after

a specified time, allowed to treat the conviction as if it never occurred ie the conviction is "spent".

Only offences which are not "spent" need to be declared. Applicants are reminded that certain posts are exempt from the 1974 Act, and therefore you may be required to reveal any criminal convictions you might have, including any which may otherwise be considered "spent" under the Act.

Offer of employment (All offers are made subject to satisfactory references, DBS check & medical clearance)

Successful applicants will also be responsible for producing proof of eligibility to work in the UK.

Prior to commencement of employment you will need to

produce the necessary documentation, e.g. passport or full birth certificate.

Further applications for further vacancies

If you are not shortlisted for the post for which you are applying, please do not be dissuaded from applying for future vacancies with the Jigsaw Housing Group.

Vacancies will be advertised on the Jigsaw website **www.jigsawhomes.org.uk**.

We will retain recruitment applications securely on file for a maximum period of six months, once the closing date has lapsed. The information will be used in relation to recruitment within Jigsaw Homes Group only.