

guidance notes

candidates guideline for completing an application form



adactus
housing group ltd.

General

Please use **black ink** to complete the form to facilitate photocopying. Please do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job.

Please do not send in CVs, the application form covers 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 draft out the information you wish to include on your application on a spare 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 person specification.

Supporting Information - this may not always be present. Where it is present it gives additional information about the Adactus Housing Group and the department that you are applying to join.

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 good 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

Please contact the HR Department, before the official closing date, if you require further time to complete the application form in another format.

If you are a disabled candidate and unable to meet all the job requirements because of your impairment, reasonable adjustments will be made to those requirements to enable you to be considered for the job. To request this you must indicate on the Equal Opportunities Form which items on the Person

Specification are affected so that this may be taken into account in the shortlisting process.

Where posts are based in buildings, which are not fully accessible, the Group will endeavour to make adjustments to the premises or the work arrangements to meet the needs of individual disabled employees. If you wish to discuss access to the place of work of this post, please indicate on the Equal Opportunities Form.

After completing the application form

Ensure that your application is returned to the address shown on the application form, by the closing date.

People invited to attend an interview will be given the necessary information regarding the date, time, venue etc. by letter or email.

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 Criminal Records Bureau 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.

Eligibility to work in the UK

Successful applicants will be responsible for producing proof of eligibility to work in the UK. As proof they will need to produce

documents prior to taking up an appointment, eg Passport or 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 Adactus Housing Group Ltd.

All vacancies will be advertised on the Adactus website www.adactushousing.co.uk.

If you believe you can fulfil the requirements of any post advertised we would welcome your applications.