



GUIDANCE NOTES

HOW TO COMPLETE YOUR APPLICATION FORM

Applicants are advised to read these notes before completing their application

The application form plays an essential part in selecting the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process. It is vital that you complete this form as fully and accurately as possible, either typed or written using black ink.

1. SELECTION CRITERIA

Selection criteria are the skills, abilities, knowledge, experience, and any required qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role which are described in the job description. The selection criteria are an essential part of our recruitment process and help us to recruit the best person for the job objectively and fairly.

2. CURRENT OR MOST RECENT EMPLOYMENT

We need you to provide us with your employment history over the past five years and any gaps in your employment history of more than one month should be explained, for example childcare responsibilities. We will require references from your current and previous employer or from school or further education. Please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, this means we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may contact the Benefits Office to verify this if you are successful.

3. QUALIFICATIONS & TRAINING

Please give details of your education, qualifications and training starting with secondary school. If we have requested a professional qualification for this job (like RICS/CIOB), you will need to provide us with the relevant original certificates/registration documents if you are invited for an interview.

4. SUPPORTING STATEMENT & ACHIEVEMENTS

This section is your opportunity to tell us how you meet the criteria in the person specification and job description. Take each relevant item and tell us about your skills, experience knowledge and achievements by completing the Supporting Statement document which is available as an attachment via our website www.homesforharingey.org or uploading the document on-line.

You will need to provide specific examples to support your evidence. Saying you can do, or have experience of doing something will not be enough to shortlist you. The best examples explain what you did, what the outcomes were and the difference it made. You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

5. WORKING IN THE U.K.

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the U.K. We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the U.K.

If you are unsure about your status then you should contact the Home Office.

6. DECLARATION

Please read this carefully before completion.

The Criminal Records Bureau (CRB) an Executive Agency of the Homes Office, provides wider access to criminal record information through its Disclosure Service. This service enables organisation in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The CRB was established under Part V of the Police Act 1997 and was launched in March 2002.

You can obtain further information about the CRB at www.crb.gov.uk

We do not exclude people who are related to, or have a close personal relationship with councillors, employees of Homes for Haringey or Haringey Council, or Homes for Haringey Board Members. We will ensure that they do not take part in the selection for this post.

Please make sure that you read, sign/positively tick the declaration.

7. MONITORING

Homes for Haringey has an Equal Opportunity in Employment Policy, which we monitor to ensure our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.





CHECKLIST

HOW TO COMPLETE YOUR APPLICATION FORM

Before you submit your application, please check that you have:

Tick here ✓

Read through the Job Description and Person Specification so that you know exactly what the job entails and the skills, knowledge, and relevant qualifications required to do the job.	
Read through your application form and make sure that you have filled out all of the parts that we have asked you to in either black ink or typed print.	
Given clear step by step examples of your skills, knowledge, experience and abilities.	
Told us about your strengths and not your weaknesses and checked your spelling and grammar.	
Attached additional information if you have run out of space. Please do not attach CV's as we do not accept them.	
Keep a copy of your completed application form and the Job Description and Person Specification ensuring that the job title and reference number have been entered on the front page.	
Made sure that your application form will be received by the closing date.	
If you are sending your form in the post please ensure that you attach the right amount of postage to: Homes for Haringey Recruitment The Clove Building 4 Maguire Street Butlers Wharf London SE1 2NQ	