

Online Application Form – Guidelines

Please fill out this application form as fully as possible. All sections marked with a red asterisk (*) are mandatory fields and must be completed in order for you to successfully submit your application. Once you have completed a page, scroll to bottom and click on the word '**Next**' – this will take you to the following page.

At the start of the process you will be able to create your own User ID and Password so you can save and return to your form before submitting it. These can be any combination of letters and characters that you can easily remember but your Password must be a minimum of 8 characters. To avoid any loss of data please ensure that you **save your progress regularly** - we strongly recommend doing this at least every 20 minutes. To do this, scroll to the bottom of the current page and click '**Save Application**'. **To ensure you can return to a saved form please make sure you record your candidate login details.**

PLEASE NOTE: When you create a personal account you will receive an email which contains your account details, as well as a web link to the login page. Please ensure you check all folders in your email account, such as spam and trash etc, as well as your inbox, in case your mail provider is directing our emails there by mistake. If you click this link and enter your username and password you can access your personal Homepage. You need to access your candidate Homepage in order to:

- Return to a saved application
- Adjust your personal information
- Adjust your password
- View your application history
- Withdraw an application

You can also access your candidate homepage by clicking the '**Log in to finish an application**' link on the Homes for Haringey website.

APPLICATION PROCESS

The **first page** of the form is for you to record your personal contact details.

The **second page** of the application is the main form on which to record your work experience, qualifications etc. There is also space towards the end of the page where you should complete your Supporting Statement. Before you can submit this page you must select the option at the top of the page to show that you have read and accept the terms of the Data Protection Statement.

The **third page** of the application is a recruitment monitoring form, which will help us to monitor the effectiveness of our equal opportunities policies.

If you experience any problems with the online form or have a query about any part of the recruitment process our contact details are below:

Enquiry Line: 0845 313 3143

Email: homesforharingey@tribalresourcing.com