

## Online Application Form – Guidelines

Please fill out this application form as fully as possible. All sections marked with a red asterix (\*) 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 register so you can save and return to your application before submitting it. 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**'.

The first page of the application is the main form for you to record your work experience, qualifications etc. 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 second page of the application is a recruitment monitoring form, which will help us to monitor the effectiveness of our equal opportunities policies.

The third page of the application, titled Cover Letter, is for you to attach a supporting statement to your application. For this you will need to use the template that is available on the Homes for Haringey website. This must be done in order for you to successfully submit your application. **PLEASE DO NOT ATTACH YOUR CV AS THIS WILL NOT BE ACCEPTED.** (All Microsoft Word Documents must be saved in 97-2003 format)

If you experience any problems with the online form our contact details are below:

**Enquiry Line:** 0845 313 3143

**Email:** [homesforharingey@tribalresourcing.com](mailto:homesforharingey@tribalresourcing.com)

**Website:** [www.homesforharingey.org](http://www.homesforharingey.org)