



How to complete your application form

Please read these notes before completing your application.

The application form is an essential part in helping us select the right person for a job. The information you provide in your application and supporting statement will decide whether or not you are invited for an interview or selected for the next stage in the recruitment process. It is vital that you complete this form as fully and accurately as possible. Please complete this form either in black ink or type.

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 candidate 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

You need to provide your employment history over the past five years. Please explain any gaps in your employment history of more than one month should, 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, for your referees.

If you were employed by an agency during that time, please give us the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, 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 and training

Please give details of your education, qualifications and training starting with secondary school. If we ask for a professional qualification for this job (such as 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 and achievements

The supporting statement is your opportunity to tell us how you meet the criteria in the candidate specification. Tell us how you meet each of the criteria by giving examples from your previous experience either at school/college/university, your personal life or in the workplace.

5. Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. 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 UK. If you're unsure about your status then you should contact the Home Office.

6. Declaration

Please read this carefully before completing your application form.

The Criminal Records Bureau (CRB), an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure Service. This service enables organisations 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 five of the Police Act 1997 and was launched in March 2002.

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

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, complete and sign 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.

For further information about Homes for Haringey please visit our website at: www.homesforharingey.org

Checklist

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

1. read through the Job Description and Candidate Specification so that you know exactly what the job entails and the skills, knowledge and relevant qualifications required for the job;
2. 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 type;
3. given clear step by step examples of your skills, knowledge, experience and abilities;
4. told us about your strengths and not your weaknesses and checked your spelling and grammar;
5. attached additional information if you have run out of space. Please do not attach CVs as we do not accept them;
6. kept a copy of your completed application form and the Job Description and Candidate Specification ensuring that the job title and reference number have been entered on the front page;
7. made sure that your application form will be received by the closing date;
8. attached the right amount of postage if you are sending your form in the post.

