



## **GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

These guidance notes have been designed to help applicants to complete the job application form. Please read these notes carefully before completing your job application and Diversity Monitoring form.

South Lakes Housing is an equal opportunities employer and we welcome job applications from all sections of the community. No applicant will be treated any less favourably because of his or her race, colour, ethnic origin, age, gender, marital status, disability, religion/belief or sexual orientation.

### **Advice on completing the application form**

Please note that a Curriculum Vitae will only be accepted as an addition to the completed application form.

Please ensure that you complete the Job Title and Post Number. These details are always found in all internal and external job adverts.

### **Personal Details**

Please complete all the information.

### **Employment History**

All applicants must complete this section. Taking time off from employment due to a career break, for caring responsibilities, for study or travel or absence from work due to a disability will not prejudice your application in any way.

### **Education/Apprenticeships/ Other Training**

Please detail all qualifications you have achieved and bring the original certificates to the interview. In this section please also include any relevant skills or experience that you have gained outside the work place.

### **Reasons For Applying For The Job**

In this section please explain how your experience, qualifications and skills compare with the requirements on the job description and person specification, included with the application pack. Please attach any additional sheets you use, securely to the application form.

### **Driving Licence**

If the job which you are applying for requires you to drive, please bring your driving licence to the interview.

## **Criminal Convictions**

We will only take criminal convictions into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily prevent you from being employed, it will depend on the circumstances and background of the offence. You will only have to disclose “spent” convictions under the Rehabilitation of Offenders Act 1974, should the nature of the role require this, for example if you are required to have a CRB check.

## **Related to an existing member of staff**

Please provide details of any relations with existing staff of South Lakes Housing.

## **References**

Applicants need to provide two referees. This first referee should be the applicants current or most recent employer. Referees must not be related to you. South Lakes Housing may contact your referees prior to the interview stage, therefore please ensure that you have clearly completed the permission section or indicated that you do not give permission.

## **Declaration**

Please ensure that you sign the application form to certify that all the information is correct. If you provide false information or deliberately omit any relevant details your application may be withdrawn from the recruitment process.

**Please note that only applications received by the closing date will be accepted. The closing date is always clearly stated on the advert.**

We are able to provide the application form and diversity monitoring form in an alternative format, for example large print, Braille, audio or another language. If you require any help or assistance with the application form, please contact the HR Officer on 01539 717717.