



Guidance Notes on Completing the Application Form

You are advised to read the following notes carefully as, unless other pre-selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application Form will be treated as confidential.

EXAMINE THE JOB PACK

All Job Information Packs for posts with East North East Homes Leeds contain, Application Form, Job Description and Employee Specification, Equal Opportunities Policy Statement, and, where applicable, Car Leasing and Removal and Relocation Schemes.

EQUAL OPPORTUNITIES

East North East Homes Leeds is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race and disability. You are therefore requested to provide this information on the Application Form.

DISABLED APPLICANTS

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post. You are asked to indicate in the 'Additional Information' section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why. There is provision for information to be provided in large print and braille or on tape. If you have difficulty completing the Application Form you may alternatively submit a C.V, however this should still follow the same format as the Application Form. For posts carrying an essential car user allowance, alternative arrangements can be made for people whose disability prevents them from driving. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the 'Additional Information' section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

CANVASSING

You must not canvass members of East North East Homes Leeds in relation to your application. This means you must not seek the support of the elected members or attempt to ask them to influence the decision - if you do you will be disqualified.

CRIMINAL CONVICTIONS

Under the terms of the Rehabilitation of Offenders Act 1974, certain jobs are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent. If the post comes within this category, it will be clearly indicated elsewhere in this pack.

PRESENTATION

- use a **black pen** or type your Application Form so it can be photocopied;
- check spelling and that you have answered every question;
- remember to sign the Application Form to declare that the information you have provided is accurate;
- always keep a copy of the Application Form for reference;
- make sure that you send the form to the correct address;
- make sure that your Application Form arrives before the closing date, it is East North East Homes Leeds policy to not accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

COMPLETING THE APPLICATION FORM

- **General.** Make sure that you read the Application Form fully before you write anything. Write out your Application Form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.
- **Employment Experience.** Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Employee Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained.
- **References.** If you object to your references being sought at this stage you may indicate this on the Application Form.
- **C.V.'S WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard Application Form.

INFORMATION IN SUPPORT OF APPLICATION

- please read the Job Description and Employee Specification carefully, so you understand what the position involves;
- ask yourself why you are interested in the position, for example, would it be a promotion or alternatively a good career move sideways to broaden your experience?
- do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Employee Specification and provide evidence you possess them in the appropriate sections of the Application Form;
- under these sections be as concise as possible; any additional information included should relate specifically to the post applied for. You may attach additional information in support of your Application Form, **(please ensure you clearly write your name and the job you are applying for on each additional sheet you submit)**; but **IN NO CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF A4 PAPER**. This restriction does not apply to those applicants who declare a disability and, therefore, who provide additional information in order that consideration may be given to reasonable adjustments;
- **Please note that applicants will only be shortlisted if they demonstrate that they meet the essential requirements of the Employee Specification that can be assessed from the Application Form.** You must therefore give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests;
- above all, gear your application to this specific job;
- internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

SMOKING POLICY

East North East Homes Leeds operates a “No Smoking Policy” at the majority of its indoor working areas. However in certain cases for operational reasons the Authority has agreed that service users and other non-employees may be permitted to smoke. If the post you are considering applying for is based at such a location this will be reflected in the Job Description and Employee Specification.

JOB SHARING

East North East Homes Leeds supports Job Sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Most jobs with East North East Homes Leeds are available for Job Sharing and you can request a copy of the Job Sharing Scheme from the HR Section from which you received this Job Pack.

Applications from single Job Share applicants will be accepted and treated in the same way as full time applicants. Where a single Job Share applicant is regarded as being the most suitable applicant for a job they will be offered the position.