Guidance Notes for Applicants on filling in the Pineview Housing Association Employment Application Form

Please read these notes carefully – they are to help you make the best of your application.

1. The form should be completed in black text, black ink or black ballpoint pen or typed for photocopying purposes.

2. **Please do not send in your Curriculum Vitae.**

3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees will not be contacted prior to interview.

4. The enclosed Person Specification/Personal Profile lists the **minimum** essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification/Personal Profile.

5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet, the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.

6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification/Personal Profile in more detail. In particular, the Panel will assess your commitment to and understanding of Diversity & Equal Opportunities.

7. If you are related to any members of staff, committee members, consultants, contractors or suppliers to the organisation – this should be shown clearly on the relevant part of the form. This will not necessarily be detrimental to your application.