

# How to fill in your Form

## **Completing Your Form**

Thank you for your interest in working for One Vision Housing. The following notes will assist you with the completion of your application form.

## **Equal Opportunities in Recruitment**

The personal and monitoring information you complete on the first 2 pages of the Application for Employment is detached upon receipt of the form. The people who read the forms and decide who to invite for interview will not see this information until after appointment. One Vision Housing do this to reduce the likelihood of discrimination or bias in the recruitment process.

One Vision Housing is committed to promoting Equality and Diversity in all its activities, both as an employer and provider of services. This means that we will take positive steps to ensure that no job applicant, employee, current and potential service users, will be discriminated against, either directly or indirectly, on the grounds of race, gender, age, disability, sexual orientation, religion/belief or individual characteristics which may impact upon their opportunities in life.

## **Criminal Convictions and the Criminal Records Bureau (CRB)**

The declaration of a criminal conviction will not necessarily bar you from employment with One Vision Housing. Each declaration will be considered on an individual basis.

As an employer within social housing we have a duty of care to the community we serve. As a result it is sometimes necessary to carry out CRB checks on applicants before we confirm a start date. If the post you are applying for is subject to CRB clearance this will be highlighted on the Person Specification for the post.

## **Right to Work in the UK**

The Asylum and Immigration Act 1996 made it a criminal offence for employers to employ a person who is not entitled to live or work in the UK.

In order to ensure One Vision Housing is not breaking the law all people offered a position with One Vision Housing will be required to produce evidence of their identity to be checked before employment can be formally confirmed.

The relevant documents include passports, official documentation showing National Insurance Number, birth certificate or a relevant work permit.

## **CV's**

Please do not attach CV's – we will not consider these – applications should be made on one of our application forms only. CV's will be discarded at the start of the sifting process.

## **Your suitability for the job**

The information contained in your application form helps us to decide who to select to progress to testing and / or interview. To give you guidance about what to put in your application form we have sent you a Job Description and Person Specification.

Please use this section to show how you meet the criteria outlined in the Person Specification. You should demonstrate how you match any knowledge, skills or experience we have asked for. It is important for you to give an example for each criteria. For example if we have asked for experience of working to tight deadlines it is not enough just to state you have previously worked to tight deadlines. You need to give us a specific example of an occasion when you have worked to tight deadlines – include what the deadline was, why was it important, what was your role and what was the outcome?

This helps us to accurately judge your ability to meet our criteria.

This information is likely to come from your current or previous employment but it is also worth considering skills you may have gained from school or college, voluntary work, a hobby or skills you have gained at home.

## **Our Advertising**

We ask you to tell us where you saw the vacancy advertised so that we can monitor the effectiveness of our recruitment and make sure we are advertising our vacancies in places with a wide and diverse audience.

## **References**

Your referees will be sent a copy of the job description for the position you are applying for and asked to comment on your suitability. Please make sure, where possible, you provide referees who know you in a work capacity and are able to accurately provide a reference in relation to your ability to do the job you are applying for.

## **Checklist**

- ✓ **Please check you have completed all parts of the form**
- ✓ **Have you provided contact details for your references and signed the form?**
- ✓ **Do not attach your CV or references**
- ✓ **If you need to attach additional sheets please make sure they are securely attached to the application form**
- ✓ **Is your handwriting clear and understandable?**