

PROSPECT HOUSING AND SUPPORT SERVICES GUIDANCE FOR APPLICANTS

READ THIS FIRST

In your pack you should receive the following items. For some positions you may receive additional information:

1. These **Guidance notes** "Read this first ..."
2. **Application Form**
3. **Covering letter**
4. **Job Description & Person Specification** outlining the main duties of the post and the context of the job. This also tells you what experience, skills and knowledge you will need to do the job.
5. **Equal Opportunities Monitoring Form**
6. **Access Needs Form.** Please complete this if you have access needs.
7. **Profile of Prospect**
8. **Organisational Structure Chart**

YOUR APPLICATION

Thank you for considering Prospect Housing and Support Services as a prospective employer.

Our Equal Opportunities Policy aims to ensure that every applicant is treated fairly. Your application is the only information on which to decide whether or not you will be shortlisted for an interview. It will be used as a basis for the interview itself. The content of your application is therefore very important and the following advice is designed to help you complete it as effectively as possible.

SUBMITTING AN APPLICATION

After reading the Person Specification and Job Description think carefully about your application and consider to what extent you have the experience, skills and knowledge necessary for the post.

- a) **Please complete the application form supplied in black ink or on a computer because the form needs to be photocopied.** If you run out of space you may attach additional sheets.
- b) **Do not enclose a CV.** Whereas some organisations invite applications by CV or in the form of a letter of application, we prefer to use an application form. This provides the information in a standard format and it also ensures that all candidates have the chance to put forward information about themselves in the same way. However, if you find that you cannot fit all the information you believe to be relevant onto the application form, please attach extra sheets as necessary.
- c) **Apply by audio, video, Braille or other means.** Please confirm with Personnel your intended method of application.

If you are applying for more than one position, please submit a separate application for each position.

COMPLETING THE APPLICATION FORM

PERSONAL DETAILS

General details – please provide a work/daytime number if at all possible.

PRESENT EMPLOYMENT AND EMPLOYMENT HISTORY

This section gives you the opportunity to tell us about the work you are doing now or have done most recently, as well as your employment history. Always remember to specify your responsibilities.

It is important that you tell us your whole employment history from leaving secondary school and that you explain any gaps in your employment history.

Please state the reason why you left/are considering leaving your job.

EDUCATION, QUALIFICATION AND TRAINING

Please tell us about your educational qualifications and vocational training/courses. Please do mention all qualifications and training relevant to the job. Include qualifications gained and training/courses attended through voluntary work, leisure or other interests.

PROFESSIONAL MEMBERSHIP

Please tell us of any work-related organisation of which you are a member.

EXPERIENCE, SKILLS AND KNOWLEDGE

Here is an opportunity for you to describe how your skills and experience meet the requirements of the job. You should also use examples from your own experience to justify your claims.

THIS IS THE MOST IMPORTANT PART OF THE APPLICATION

It should be used to tell us how YOU think that you meet each of the selection criteria listed on the Person Specification.

Use each numbered requirement in the Person Specification as a heading and demonstrate how you meet each requirement by giving details of your experience, skills and knowledge. Number each point in the left hand margin and begin by specifying the heading.

Do remember that relevant experience can be gained from current or previous employment, community or voluntary work, gained in the home and through leisure interests.

REFERENCES

Please tell us 2 people who can comment on your work ability. These would cover the last 3 years of your employment and include your present or most recent employer. Please make sure you give us their telephone number as we have to verify all references on the telephone.

DISCLOSURE OF CONVICTIONS STATEMENT

This is the last section to complete. For all positions it is necessary to apply to the Criminal Records Bureau for a disclosure. It is important that if you have any warnings, cautions or convictions that you declare them. Criminal records are only taken into account when the conviction is relevant.

Please return your application form to the Personnel Department at the address shown on the covering letter marking the envelope "private and confidential". We strongly suggest you keep a copy of your application for yourself as a source of reference.

Good luck with your application.