

GUIDANCE NOTES FOR APPLICANTS

Our guidance notes give you general information, advice and instruction on how to fill in each part of the application form. It also explains important information about the recruitment process, for example where and when we ask for information about Criminal Convictions or what to do if you want to send supplementary information.

The application form plays a very important part in the selection process, and will be used as the basis for shortlisting you for a job. Particular attention is given to the Essential and Desirable Criteria as set out in the Person Specification and therefore you are advised to highlight these by giving examples of how your experience and skills match the requirements of the post. You must fill in all sections of the form, making sure the information you provide is clear and accurate. The information you provide will be treated as confidential and stored in accordance with the Data Protection Act 1998 and further in accordance with the General Data Protection Regulations which come into effect as of May 2018.

If you are filling in the application by hand, please complete it in black ink. If you are completing the form electronically, please keep to the format in the form and do not change any of the fields. If you return a completed application form to us by e-mail you will be required to sign your application form at the interview stage, unless you have signed the completed form with an electronic signature. Applications must be received by the closing time and date. Late applications will not be considered. **Please also note that Curriculum Vitae (CVs) are not accepted.**

General information

Firstly it is important that you read the **job advert, job description and person specification** thoroughly.

You should ask yourself:

- Do my skills, qualifications and experience match those which the job requires?
- Do I think that I can do the job?

You could do a **rough draft** of your answers to make sure that:

- The relevant information has been included.
- You are not repeating the same information in different parts of the form.
- All relevant sections of the form are completed.
- Spelling and any other mistakes can be corrected.
- It is neat and easy to read.

It may be useful to get a friend or relative to look over your answers so that any mistakes you might have missed can be corrected for the final copy.

If your answers are carefully planned you will have a stronger application and more chance of success in being invited to an interview.

Checklist for the final copy

Have you completed the form neatly in **dark ink** or **type**? – we will have to photocopy the form.

Have you kept a copy for your own reference? – you can use this if we invite you to an interview.

Have you checked the final closing date? – make sure you send it in plenty of time.

Have you enclosed any additional information and forms? – e.g., monitoring form, supplementary information.

Application Form

Personal details

This part of the form asks for sufficient personal detail to allow us to contact you by letter or phone if we require you to attend an interview. By only having minimal details, we reduce ways in which people may be discriminated against in the selection process.

Eligibility to work in this country

If you are the successful candidate, before we can confirm any job offer, we are required to ensure that we have evidence that proves you are eligible to work in this country. Examples of documents that you can provide as evidence are your National Insurance card and birth certificate.

Driving licence

This section need only be completed if the job description/person specification indicates that a driving licence is required.

If a driving licence is required for the job, then we will need to see your driving licence before a job offer can be confirmed. It would also be necessary to provide a copy of insurance indemnifying the Group as an employer.

Availability

This section asks you to tell us if you are available on the proposed interview date. Only in exceptional circumstances will we move the proposed date and then by a maximum of 2 weeks either way.

References

We ask you to give us the names of two referees. References are not taken up prior to an interview and only taken for the successful candidate. Remember to make sure that your referees know that you have named them.

If you are successful in your application we prefer a reference from:

First referee:

- Your present or most recent employer.
- If you have recently left school we would need a reference from a teacher.
- If you have never been employed, or have been out of employment for a long time, you should give the name of a responsible person, but not a relative, who can tell us about you.

Second referee:

- You can provide a second referee of your choice, it can be an employment, academic or personal (but not a relative) referee.

Education and qualifications

This section asks you to tell us about your education, qualifications and training, particularly those which are relevant to the job. You should tell us about anything that might be relevant, whether or not it led to a formal qualification. Where the information for a job indicates that a particular qualification is relevant we will need to see the certificate of the qualification or training before a job offer can be confirmed.

Career and work experience

Please start by giving us details of your **present** or **most recent** job. Give the name and address of the employer, a brief description of responsibilities, skills and experience and finally your reasons for wanting to leave/leaving.

This section also asks you to tell us about previous employment. You should list the employers, starting with the most recent, giving job title and a brief description of your duties. It is important that you describe your own work as it is you we are interested in, not the team or section which you work in.

You can use this section or the supporting statement section to tell us about any unpaid, voluntary work, or other experiences you may have had. We are very interested in any relevant skills and knowledge you may have developed outside the workplace.

Supporting statement/personal achievements

These sections allow you to make your case for getting the job. It gives you the opportunity to demonstrate why you would be the best candidate. You should take your time whilst answering these sections to include only relevant information. It is important that you do not just repeat your employment history.

In these sections, we want you to tell us what makes you the best applicant for the job.

You may want to include:

- Skills and abilities which you can contribute
- Examples of responsibilities or important duties
- Valuable skills or experience from your day to day life
- Personal skills
- Training
- Unpaid or voluntary work experiences

The information should be written in a well organised, concise way. To help you do this we have suggested ways to tell us about yourself.

To organise your information you could use:

- Phrases that cover the types of information requested, set out in the same order as the requirements shown in the person specification and giving examples of things you have done which show how you meet the requirements
- A series of headings
- Bullet points

You do not have to use these – they are here to help you think about the information you want to give us.

If you use up all of this section you can attach more information to your application form. Remember to put your name and application number at the top of any additional papers you attach.

Disclosure check

This successful candidate may be required to undertake and satisfy a Basic Disclosure Check (if relevant to post).

Having a criminal record will not necessarily debar an applicant from working with Fife Housing Group. Decisions regarding suitability for positions of trust which are subject to vetting will be dependant on the nature of the position, together with the circumstances and background of the offence/s.