

applying for a job with Wulvern Housing

Thank you for your interest in working for Wulvern Housing. An application form and further details relating to the post are enclosed. Your completed form is our only basis for considering your initial suitability for a post and the following advice should help you to complete the form as effectively as possible.

job description and person specification

Read the job description carefully and start to think about whether or not you think you can do the job, whether you are interested in it, and why. The person specification is very important. It tells

you what we are looking for, in terms of skills, knowledge, experience, personal qualities, etc. This is the most useful document for helping you to decide whether you might be a suitable candidate.

application form

Before starting to complete the application form, refer to the job description and person specification and begin by making notes of what you feel is relevant. It is advisable to produce a rough draft of your whole application and ask someone to check it for spelling, etc. before you transfer it to the actual form.

Make sure that in your application you clearly show how you meet the job requirements and include all the information you wish us to know. This is the only way that we can assess you and you will only be shortlisted for interview if you meet these requirements.

Do not copy the same application for a series of jobs and please do not enclose a CV. We ask that all applicants complete an application form for consistency and ease of selection, and the form has been designed to cover all the details that we want to know at this stage.

In order to process your application the following information is required and is clearly shown as headings on the form. Make sure that you complete

every section, writing 'none' or 'not applicable' where you have no information to provide.

vacancy details

This should normally have been completed before the form is sent to you, however, if this is not the case please fill in this box using the information on the job details.

personal details

We ask for these basic details so that we can easily contact you. If we are required to telephone you at your current place of work, this will be done with the utmost discretion.

present / most recent employment

Please delete whichever is not applicable and clearly show the details requested. When we ask about employment we are equally interested in voluntary work and work experience, either paid or unpaid.

membership of professional bodies

This refers to professional institutes or associations which usually require you to possess certain qualifications or experience in order to join.

training

Please include any relevant training and development activities you have undertaken, including any general training such as customer care, time management, etc.

education and qualifications

List all formal and informal qualifications, including any for which you are awaiting results. We may need to assess whether you meet the required qualifications (if any) for the vacancy.

previous employment

Please state all the jobs you have had, starting with the most recent. Again, we are equally interested in casual, voluntary, unpaid work and work experience. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment, etc.

experience

This section is your chance to sell yourself by expanding on your qualities, skills, experience, education and training, demonstrating to us why you are a suitable candidate. Remember that you may be in competition with a number of other applicants so make sure that you use the person specification and try to illustrate your skills, experience, etc., through examples of your achievements.

You do not have to fill the whole space provided. Alternatively, you may wish to use additional pages if necessary, although these should not be excessive. It is not important how much you write

but that you include all the information you want us to know.

references

When choosing your referees please ensure that they are people who know about your skills and capabilities. One of these should be your present or most recent employer, or a college tutor if you have just left education. If you are unable to give two such names, you may choose someone who knows you in a personal capacity and can tell us about your character, personality, honesty, etc. These should only be provided if no other referees are available, should not be related to you, and you should state how you know this person, e.g. neighbour, priest, family friend.

It is our usual practice to obtain references after interview, for the person to whom we are offering the job. Occasionally, however, we may decide to approach referees for all or some candidates at an earlier stage and you must let us know if you would not wish us to do this without your prior knowledge. Please do not provide pre-written references or testimonials as we wish to ask the person about your ability to do this particular job.

canvassing

You must tell us if you are related to a Board member or employee of Wulvern Housing. It is important that you do not try to use this in any way to further your application or you will be disqualified.

additional documentation

equal opportunities monitoring form

We have a policy that no employee or prospective employee will be treated less favourably on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, disability, trade union activity, age (up to 65) or religious or political beliefs.

We ask that all applicants assist us in monitoring the effectiveness of our policy by completing this form, which will not be seen by those responsible for drawing up a shortlist for interview.

disability form

This form is to assist us to cater for any special needs which may relate to a disability, either for interview arrangements or in reviewing the job itself.

police check statement of policy

The post for which you are applying may involve substantial access to children. If this is the case, you will be provided with information explaining that before we are able to offer you the job your background will be checked with the police for any previous criminal activity.

Data Protection Act

The information on this form will be held and used by Wulvern Housing in accordance with the provisions of the Data Protection Act. The information provided will be used only for the purposes of administrative, statistical and business analysis. We will never sell or transfer your details to third parties for marketing purposes.