

# CLANMIL HOUSING

## Guidance Notes On Completing Your Application Form

Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on this application form. Please ensure you explicitly include any criteria detailed in the job advertisement and clearly demonstrate on your application form how you meet the criteria. Clanmil Housing reserves the right to use heightened, but not different criteria to shortlist. For example, where a minimum standards is referred to in the criteria, candidates who exceed the minimum may be selected.

Please note if you do not complete the application form, but submit a CV instead, your application **WILL NOT** be considered.

### **General Notes**

This form should be completed in black ink or type, for photocopying purposes.

Please read through each section of the application form carefully.

When completed, please read through your form, checking for errors or omissions. Make certain that your application form is returned in plenty of time. Those received after the published closing date will not be considered.

Under Data Protection Regulations your application form and details will be held securely, and only accessed by those staff who are processing your application for employment, including Corporate Services staff and the Line Managers responsible for recruiting the post you have applied for. Information will be held under the Data Protection Principles.

### **Section 1 – Personal Details**

Make sure that you complete this section fully using **BLOCK CAPITALS**.

### **Section 2 – Education and Training**

Make sure you give all the information needed. You should particularly outline any educational requirements which are, either essential/or desirable criteria. List details in reverse order of attending dates starting with the **most recent** first. Also include any training that you have received which did not lead to a qualification but which you feel is relevant to the post. At offer stage, candidates will be required to provide copies of certificates.

Please be advised that you must include all your qualifications on the application form. **No additional sheets will be accepted unless included in the application pack.**

If you require clarification or advise on this matter, please contact the Corporate Services Department on 028 90 876000.

### **Section 3 – Voluntary Work**

You may have worked in a voluntary capacity using skills that could be used in the post applied for.

#### **Section 4 – Work Experience**

Write here the names and addresses of your present and previous employers and the dates you were employed by them. Please be sure to include all part-time and temporary positions held, even those that are not deemed particularly relevant to your application. Start with your **most recent employer**, working backwards.

Please also pay particular attention to any essential/desirable criteria when completing.

#### **Section 5 – General Information**

- a) Give details of any family relations who work at the Association or are on the Board of Management. This is a requirement under the Housing Regulations.
- b) The First referee quoted on the form must be your present or most recent employer. Please ensure that your referees are not your relatives or personal friends. Please also be advised that for insurances purposes Clanmil may need references which cover a three year period.

#### **Section 6 – Statement of Suitability**

The Statement of Suitability section of the application is **very important**. This is where you make your case for the job. You should read the 'Person Specification' carefully and then address aspects of it that you feel you can meet to the best of your knowledge and ability. Make sure that you include all relevant skills and knowledge – this may have been gained from your current or previous jobs, from voluntary work, from working in the home or in the community or you have held a responsible position such as Committee Member, Guide or Scout Leader. Give specific examples wherever possible. Also ensure that you have clearly outlined your suitability based on all the criteria for the post advertised. **Limit your statement to the space provided. (If we require specific information from you we will enclose additional pages for you to attach to your completed application form).**

#### **Recruitment Monitoring**

To ensure that our Equal Opportunities and Fair Employment Policy is effective and to meet Fair Employment Monitoring requirements, all candidates are required to complete the section on monitoring. This will be treated as confidential and does not form part of the recruitment and selection process. Place this sheet in the sealed envelope provided and return it with your application form. Your application may not be considered if you fail to return the Recruitment Monitoring Form. Please refer to the Monitoring Form for details of who will access your sensitive personal data.

#### **Equality of Opportunity**

Please note at Clanmil, we welcome applications from all sections within our community. If you have a disability, we will be happy to accommodate your application. Please contact the Corporate Services Department who will be able to facilitate the completion of your application, discuss any special requests, and any physical requirements relating to your disability you may have.

A translation service/alternative formats can also be made available on request. Please contact the Corporate Services Department in the first instance, and we will make every effort to facilitate your application.