

GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working at Solihull Community Housing. Please take the time to read this information before beginning to complete the application form. Please also ensure that you use the correct postage when returning your application (if using mail). Alternatively please return your application by email.

COMPLETING THE FORM

The application form may be typed or written by hand. Please ensure your writing is clear and that you use the correct format if emailing. We do not accept CVs in place of application forms but you may submit your CV as part of your additional information.

FURTHER DETAILS

You will need to submit additional information (no more than 4 sides of A4 please) in order to provide full details of your experience and skills. You should make sure that you relate your experience to the requirements of the job as set out in the person specification. You need to demonstrate how you meet the Essential Criteria or your application will not be shortlisted.

EDUCATIONAL & TRAINING DETAILS AND MEMBERSHIP OF RELEVANT BODIES

We are interested in all education from the age of 11. You should also include details of any training or courses you have undertaken which led to an examination or qualification, as well as any qualifications gained overseas or as part of a Government Training Scheme.

You may also wish to provide brief details of any other training you have undertaken which did not lead to an examination or qualification.

You will be asked to provide evidence (original certificates) of your qualifications and membership of relevant professional bodies either at interview or on appointment.

IF YOU HAVE A DISABILITY

SCH is a Disability Symbol user (the two ticks symbol). This means that if you have a disability you will be guaranteed an interview providing you meet all the Essential Criteria in our Person Specification. The managers who do the short-listing do not see the Equal Opportunities monitoring forms as they are separated from your application form and kept in HR. This is why we ask you to indicate on the application form as well as the Equal Opportunities monitoring form if you consider that you have a disability.

REHABILITATION OF OFFENDERS ACT 1974

Please declare any unspent criminal convictions or cases pending against you. Your application will still be considered and each case decided on the particular circumstances and the type of job involved. If the post you are applying for is exempt from the

Rehabilitation of Offenders Act 1974 this will be stated in the further details. This applies to very few posts with Solihull Community Housing but where it does, you are required to declare any criminal convictions whether spent or unspent. If your application is successful, a provisional job offer will be made to you subject to a Criminal Records Bureau Disclosure.

REFERENCES

You should give the names and addresses of two people who will provide a reference for you. These should **not** be relatives or friends.

If you are currently or recently employed, we would expect you to give the name of your most recent employer as one of the referees. We will not contact your present employer prior to interview.

We appreciate that it might be difficult for those returning to work after a long absence to provide references from previous employers. References from other sources will then be acceptable.

RELATIONSHIP TO BOARD MEMBERS OR EMPLOYEES

Please indicate if you are related to a Board member or an employee of SCH so that we can ensure all applications are treated fairly. Canvassing any Board member or SCH employee in support of your application will disqualify you.

DECLARATION

It is important that the information you submit in support of your application is accurate. If you provide false or deliberately misleading information, your application may be disqualified, or if any falsification is discovered after appointment, you could be dismissed. If you submit an application by email you will be asked to sign the declaration at interview.

EQUAL OPPORTUNITIES MONITORING INFORMATION

Equality of opportunity is essential to the success of our organisation, both in terms of the services we provide to our customers and to our staff. We are anxious that the diversity of our staff reflects the make-up of the local community. Monitoring information is used by Human Resources to help shape our policies and to make sure we are treating people fairly in the recruitment process. The monitoring form is separated from your application form on arrival in HR and is not made available to the selection panel.

The Asylum and Immigration Act 1996 requires applicants to demonstrate their legal entitlement to work in this country. Please tell us if you require a work permit.

DATA PROTECTION

The information held about you in relation to the recruitment and selection process will be stored securely for a period of six months, after which it will be destroyed. If you wish to see a copy of the information held about you, please apply in writing to the Human Resources team.

RETURNING YOUR FORM

Please email the completed application to hreadmin@solihull.gov.uk

Please make sure you use the correct postage – an A4 envelope (preferred as the application is not folded) requires a LARGE stamp.