

## Guidance Notes on Completing your Application Form

Please read these notes carefully before completion the application form. Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Recruiting managers will shortlist against the key accountabilities, skills and knowledge and relationship management sections of the role profile for the job.

Please therefore complete the form accurately and clearly.

<b>Personal Details</b>	Please complete your personal details in full and let us know where you have saw the post advertised (please be specific). Please also complete the Declaration on Page 3.
<b>References</b>	<p>Please ensure that your referees include your present and previous employers. If this is not possible, please use people you have known in a professional capacity. Please do not send us references or testimonials. We do not normally contact referees prior to interview but please let your referees know that you have used their names.</p> <p>Catalyst Housing Limited operates a system of identifying posts, which are deemed to be 'sensitive', either because of their involvement in the care of elderly or young people or because of a greater risk of fraud. Where a post is deemed to be sensitive, then referees may be contacted by phone or in person to check the accuracy and validity of the reference.</p>
<b>Diversity Monitoring Form</b>	Please complete fully and return as a separate document.
<b>Employment History</b>	Please complete this section starting with your most recent job or work experience first. Include all voluntary work, particularly if you have not been in paid work before. Where possible give the month and year and explain any gaps in employment.
<b>Relevant Qualifications</b>	Make sure you have evidence of your qualifications as we will need to see this should you be offered a post.
<b>Working in the UK</b>	Please let us know whether you require a work permit and whether there are any restrictions/limitations on the work permit. Any offer of employment will be subject to you providing original documentation proving your right to work in the United Kingdom.

<p><b>Rehabilitation of Offenders Act and Criminal Records Bureau (CRB) Disclosures</b></p>	<p>Certain posts within Catalyst are exempted from the provisions of this Act. If you are applying for a post where you are likely to be in regular contact with children or vulnerable adults, your appointment will be subject to having an acceptable Enhanced CRB Disclosure Check. The job details will tell you if this applies to the post for which you are applying and further details will be made available to you after selection (but before appointment). If you are applying for such a post, please give details of each spent or unspent conviction (sentence passed and date) on a separate piece of paper, with your name and the job you are applying for, place it in a sealed envelope and attach it to this form. Please also see our Policy Statement on the Recruitment of Ex-Offenders.</p>
<p><b>The Role Profile</b></p>	<p>You will have received a role profile for the role you are applying for. This sets out the key accountabilities, skills &amp; knowledge and relationship management skills that you will need for the role. By assessing the information given on the application form against these criteria, we decide whom to invite to the next stage of the selection process.</p> <p>The role profile also gives competency levels for each role which should be read in conjunction with the competency framework. Competencies will be tested <b>at interview stage</b> and not at application stage.</p>
<p><b>Closing Date and Shortlisting</b></p>	<p>Completed application forms must be received by 17.00 on the closing date, unless stated otherwise. If you have not heard from us within 10 working days of the closing date, please assume you have been unsuccessful on this occasion.</p>
<p><b>Data Protection</b></p>	<p>Many details relating to your application may be entered into, held and processed on a database. As required by the Data Protection Act 1998, this information will be treated securely and confidentially.</p>
<p><b>Safeguarding Statement</b></p>	<p>Catalyst Housing Limited is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all CHL employees to share this commitment.</p>

We are an equal opportunities employer committed to diversity and we welcome applications from all sections of society.