

Guidance for Job Applicants

Please read this guidance before you fill in a job application for Derventio Housing Trust

The information you give us in your application is the only information we will use to decide whether or not to shortlist you for interview. We will not take into account any previous applications that you have sent us, or anything that we already know about you.

Filling in the Application Form

It is important that you take the time to fill in the application form as fully and accurately as possible. Please do not attach a CV or refer to your CV in your answers. We would like you to complete the form following these guidelines. Here are some pointers to help you with your application:

- Read all the information about the job provided in the application pack.
- Fill in all parts of the application form. If any questions do not apply to you, write N/A (not applicable) in the spaces provided. Please do not leave any sections of the form blank.
- Tell us about any education and training that you have received, as well as any relevant experience in your current or previous jobs. If you have completed any work experience, tell us about any skills and knowledge you gained.
- You can also include any skills that you have gained from community or voluntary work, leisure interests and activities at home.
- Do not ignore the job description. This is an important part of the application process. You should respond to each point on the job description, telling us about your skills and experience and how this relates to the specific role you are applying for. You do not need to sign the job description – this is for successful applicants.
- Use a black pen or type your answers in black so that the form is clear and legible when photocopied.
- Make sure that all the information you give is clear, precise, easy to understand and is relevant to the job you are applying for.
- Use extra sheets for work history, qualifications etc. if you need to. Make sure you follow the guidelines on the form and do not use any extra sheets for the section entitled Job Description.
- Remember to sign the application form. An electronic signature is acceptable.

Shortlisting and Interviews

We will only shortlist candidates who adequately demonstrate that they meet the job description.

If you are shortlisted you will be invited for an interview. You will be informed beforehand of who will be on the interview panel and if there will be any tests. You will need to bring to your interview proof of your right to work in the UK. We will send you information on what

documents can be accepted. All candidates will be asked the same questions and take the same test.

At the end of the interview you will have the opportunity to ask questions about the job, conditions or anything else you want to know. The interview panel will not use any questions that you ask as part of their assessment of your suitability for the post.

Equality and Diversity

Derventio Housing Trust is committed to applying positive action and promoting best practice equality and diversity in employment. We aim to eliminate discrimination and create working environments where everyone is treated fairly and with respect.

Derventio Housing Trust will take action to ensure that anyone who works for us or who applies for a job with us will not be treated less favourably than anyone else because of, for example, their colour, race, ethnic or national origin, religion, gender, responsibility for dependents, disability, age, marital status, sexuality or trade union activity.

This statement is applicable to all policies and practices associated with Derventio's role as an employer, including in recruitment, staff training, personal development and promotion.

Monitoring

To help ensure that our employment equality policies are effective, we monitor applicants and employees in relation to ethnicity, gender and disability.

The monitoring information you provide on the application form is only used to monitor Derventio Housing Trust's progress on equality matters. The information is treated confidentially and will only be used as part of overall numbers which could not identify individuals. Application forms of unsuccessful applicants are destroyed after six months.

Disability in Employment

Like most employers, Derventio Housing Trust is legally required to make reasonable adjustments to make sure disabled people are not disadvantaged in our recruitment and selection process or employment practices. We are committed to meeting any requirements specified on the application form wherever possible, although we can't always guarantee to be able to do so.

Working in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. We will ask you for proof of your right to work in the UK before any offer of appointment is confirmed.

Police Checks

As a company using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, Derventio Housing Trust complies fully with the DBS Code of Practice and we are committed to treating all applicants fairly. We do not discriminate unfairly against any subject of a police check on the basis of conviction or other information revealed.

We will request a police check if it is relevant to the position - this will be indicated in the job description for the post. Derventio's Child Protection Policy and Vulnerable Adults Policy

will be followed and a copy of these can be provided on request. The police check will be carried out at the point of job offer.

Please make sure you complete the Confidential Criminal Record Form with all relevant information. If you have any convictions to declare, please send the Confidential Criminal Record Form and any additional sheets with your application in a sealed envelope marked 'Confidential'.

Probationary Period

All new staff are subject to a six month probationary period with a three and/or six month review. It is Derventio Housing Trust's policy to make suitable induction, training and guidance arrangements to help all staff successfully complete their probationary period.

Hours of Work

All contracts are based on a 40 hour week unless otherwise stated.

Holidays

During an employee's first year of employment with Derventio Housing Trust, their holiday entitlement will be equivalent to four weeks per annum pro-rata. This will increase to the equivalent of five weeks per annum pro-rata on their one year anniversary.

Part time staff will receive the equivalent on a pro-rata basis.

Pension

Derventio Housing Trust operates a Group Personal Pension Plan. You will receive details of this if you become an employee.

Employment Benefit Schemes

Additional benefits are offered through our occupational employment schemes.

Training

Derventio Housing Trust encourages personal development and offers training to all employees to help them gain the knowledge, skills and experience to perform their duties to the highest standard.

No Smoking

Derventio Housing Trust's business premises are designated no smoking. Smoking is prohibited in all areas of company premises at all times, including the area immediately outside the entrance.