

Before you fill in the application form, you should read this guidance.

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

Read all the information about the job (the advertisement and Job Description), details of which are provided in the application pack. Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided, please **do not** leave any sections of the form blank. Please **do not** simply attach a CV and put 'refer to CV', we would like you to complete the form following these guidelines, and we will not consider anything other than the application form.

Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. You can also include any skills that you have gained from community or voluntary work, leisure interests and activities at home. If you have completed any work experience, tell us about the skills and knowledge you have gained from that as well. You will need to show how you could fit your skills and knowledge into the Job Description.

Do not ignore the Job Description. You need to respond to each point on this. It is an important part of the application process, because you can tell us about your skills and experience and how they relate to the specific role you are applying for. **You do not need to sign the Job Description** – this is for successful applicants to do at a later date.

Fill in your form in black ink or type it, so when the form is photocopied, it is clear and legible. Make sure that the information you give us is clear, precise, easy to understand and is aimed at the job you are applying for. Use extra sheets for work history, qualifications, etc. if you need to. Please ensure you follow the guidelines on the form and do not use any extra sheets for the section entitled 'JOB DESCRIPTION'.

It is very important that you take your time to fill in the application form as fully and accurately as possible.

Sign the application form. An electronic signature is acceptable.

SHORTLISTING AND INTERVIEWS

We will only shortlist candidates who adequately demonstrate that they are able to meet the Job Description.

If you are shortlisted you will be invited for interview. You will be informed of the interview panel and any tests which will be held. All candidates will be asked the same questions and the same test held. Successful applicants will need to provide proof of their right to work in the UK. We can send you information on what documentation is acceptable for this proof.

You will have the opportunity to ask questions about the job, conditions of service, etc, at the end of your interview. The interview panel will not use any questions that you ask as part of their assessment of your suitability for the post.

EQUALITY & DIVERSITY IN EMPLOYMENT

Derventio Housing Trust is committed to applying positive action and promoting best equality and diversity in employment, in practice in its efforts to eliminate discrimination and create working environments where all are 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 dependants, disability, age, marital status, sexuality or trade union activity.

This statement is applicable to all policies and practices associated with Derventio Housing Trust's role as an employer, and most particularly in recruitment and selection, employee training and development, and promotion.

MONITORING

In order to ensure that Derventio Housing Trust's employment equality policies are effective, we need to monitor the number of applicants, and employees, particularly in relation to ethnic origin, sex and disability.

All applicants are therefore asked to provide the information requested on the application form. This information is used only to monitor Derventio Housing Trust's progress on equality matters. The information is treated confidentially, and is not revealed outside Derventio Housing Trust except 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 ensure disabled people are not disadvantaged in the recruitment and selection process or in its employment practices. It is therefore committed to meeting, wherever possible (but without absolute guarantee to be always able to do so), any requirements specified on the application form.

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. Applicants can expect Derventio Housing Trust to ask for proof of this before any offer of appointment is confirmed.

POLICE CHECKS

As a Company using the Disclosure and Barring Service (DBS), to assess applicants' suitability for positions of trust, Derventio Housing Trust complies fully with the DBS Code of Practice and undertakes to treat all applications for positions fairly. It undertakes not to discriminate unfairly against any subject of a police check, on the basis of conviction or other information revealed.

A police check is requested where the Company has assessed that it is relevant to the position concerned. This will be indicated in the Job Description for the post. For those positions where a police check is required, this will be undertaken at the point of job offer.

Please ensure you complete the 'confidential criminal record form' with all relevant information. If you have any convictions to declare, please ensure you send this form and

any additional sheets in a sealed envelope marked 'confidential' along with your application form.

PROBATIONARY PERIOD

All new staff are subject to a 6 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 assist all staff to successfully complete their probationary period.

HOURS OF WORK

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

ANNUAL LEAVE

During an employee's first year of employment with the company, the entitlement to holiday will be equivalent to 4 weeks per annum pro-rata.

The employee's entitlement to annual leave shall increase to the equivalent of 5 weeks per annum pro-rata on their one year anniversary with the company.

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

PENSION

The Employer operates a Group Personal Pension Plan, details of which you will receive should you be successful in gaining employment with us.

EMPLOYMENT BENEFIT SCHEMES

Additional benefits are offered through our occupational employment schemes.

TRAINING

Derventio Housing Trust will offer training opportunities to all employees to ensure they are in possession of the knowledge, skills and experience necessary to perform their duties to the highest standard.

NO SMOKING

In order to enable employees to work in a smoke-free environment, the Company's business premises are designated "no smoking". Smoking is prohibited in all areas of the Company's premises at all times, including the area immediately outside the entrance to the premises.

DATE PROTECTION

All data the company processes shall abide by the Data Protection Act 2018 regulations.