



Guidance Notes for Completing the Application Form

Wakefield and District Housing (WDH) want you to have the best possible chance of being short-listed and appointed to the post you have applied for. We have prepared the following guidance notes to help you complete the application form. You should read these notes before completing the form.

Completing the Form

Please complete the form using a pen. Alternatively you can complete an electronic version on the internet. Braille or taped applications are also welcome.

Information you provide will be treated as confidential. The form is divided into three parts. The first section will be available to the interview panel but not at the short-listing stage. The main section is used at both short-listing and interview. The final page is detached from your application and used for monitoring purposes only. If you require any guidance or assistance in completing your application please contact us.

Personal Details

Please enter your personal details fully and clearly so that we can contact you easily and quickly should you be short-listed. Please also state clearly the position applied for, and location, together with a post reference number from the advert (where shown).

References

We require at least two written references. One should be from your present, or last employer if not currently employed. We also take up references from previous employers over the past three years. The second referee should be someone who can comment on your work capability, for example, a previous supervisor / manager or school head teacher. References are not acceptable from relatives or friends. The referees of the successful candidate will only be contacted following an offer of appointment.

Criminal Records Bureau (CRB) Check

Any offer of employment to a post involving substantial access to children or vulnerable adults will be subject to a satisfactory CRB check being received. You will be notified of the need to complete the disclosure form if your application is successful. Confirmation of a satisfactory check is required before commencement of employment. This may take a number of weeks to complete.

Medical Requirements

All appointments are subject to the successful completion of a medical screening process. The successful candidate will need to complete a medical assessment form, and if necessary, have a medical examination.

Education and Training

We are interested in any relevant training and education you have undertaken, including those courses that did not lead to an examination or qualification. These could be non vocational classes or in house training with your current or previous employer. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

Employment Record

Please give your full employment history for the last five years in date order with the most recent first. We are also interested in any employment you may have had which is relevant to the post including part time, voluntary or holiday work. Please give your reasons for leaving.

Knowledge, Skills and Experience

The job advertisement describes the skills, experience and qualifications we are looking for. In addition you should have been sent a job description and person specification for the job, or accessed one through the internet. You should read them carefully as they form the basis against which you will be assessed.

The minimum requirements you will need to get an interview are called the short-listing criteria. These are listed on the Person Specification. If a large number of applicants have these we will use the other essential criteria and also possibly the desirable criteria to reduce the short list to a manageable number.

From the information in the advertisement, job description and person specification we work out if you have the skills, knowledge and experience we are looking for. Remember that the skills and experience you have gained outside of paid work, for example from domestic responsibilities, unpaid or voluntary work and so on, can demonstrate skills that you have taken for granted.

In this section you should demonstrate how your knowledge, skills, personal qualities and experience match the requirements of the job. Do not simply repeat your career history or substitute this section for a CV. Be specific about what you have done, what you did that was successful and the relevance that it had.

Above all remember to tell us about yourself.

Any supporting information (such as additional sheets) should not contain your name or other personal information, but should quote the application reference number shown on the front of the form (not available on the internet form).

Guaranteed Interview Scheme

WDH is committed to the employment and career development of people with disabilities. To demonstrate our commitment we use the disability symbol, which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability (as defined by the Disability Discrimination Act 1995) who meets the residency and nationality criteria, the specified minimum level of qualifications and demonstrates that they match the requirements contained in the application pack.

Data Protection

WDH collects information to process your application. We will also use this information for any subsequent employment purposes. On occasions we have to contact third parties to check the information you have provided and other facts relating to your application, for example references.

WDH has to protect the funds it handles. The information you provide on your application form may be used to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds. If your application is unsuccessful on this occasion the company will destroy your application form after six months of the interview for the post you applied for.

Recruitment Monitoring

WDH recognises and actively promotes the benefits of a diverse workforce and will work to achieve this by challenging all forms of discrimination.

To assist us in monitoring our policies in relation to equality, and for no other reason, applicants are asked to complete the Equal Opportunities section of the application form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

Returning your Application

Please ensure that all sections are fully completed and that the declaration is signed and dated. Your completed application form must be received by 4.30 pm on the closing date. Any forms received after this date may not be considered for short-listing.

Please return your completed application by hand or post to:

Wakefield and District Housing, Human Resources Section
Merefield House, Whistler Drive, Castleford, WF10 5HX

You can, using Microsoft Word®, complete an electronic copy of the application form. This can be sent as an email attachment to recruitment@wdh.co.uk