

Applying for a vacancy with Weaver Vale Housing Trust

Thank you for your interest in applying for a vacancy at Weaver Vale Housing Trust. Your application form plays a crucial part in the recruitment and selection process as it is used as a basis for considering your initial suitability for the post. As it is not usually possible to interview every applicant for a vacancy, we draw up a short-list based on the skills, experience, knowledge and abilities we are looking for, and we will only interview those whose applications best match the criteria as listed in the job description and person specification. Below you'll find some key points to consider before completing your application:

General Guidance

1. Please complete all parts of the application form, giving as much detail as possible.
2. Please be aware of the closing date for the vacancy, and ensure you meet the deadline, as late applications will not be accepted.
3. If an interview date is specified in the advert/recruitment pack for the vacancy then please keep this date free where possible, as it is unlikely we would be able to accommodate you at another time. If you are unable to make the interview date, please make a note on the application form and consideration can be made at the start of the process if another time can be arranged.
4. Please remember to sign and date your application form, to signal your declaration that the content is true and accurate. Any false information or deliberate omissions are likely to disqualify you from employment, or if appointed, may render you liable for dismissal.

Personal Details

1. Please complete all sections of the personal details form including your email address. All correspondence will be sent via email so it is important that you check this regularly.
2. It is very important that you disclose any unspent convictions in your application, where requested. A conviction may not necessarily disqualify you from being successful in your application as all cases will be considered individually, and treated confidentially. However, a deliberate omission, which then becomes disclosed as a result of a Criminal Records Bureau Check (CRB), will likely result in withdrawal of our offer to you, or if appointed, may render you liable for dismissal.
3. Under the terms of the Immigration, Asylum & Nationality Act 2006, all employers in the UK are required to make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, the Trust can ensure a statutory defence against conviction for employing an illegal worker. Please refer to the recruitment pack for further detail on what documentation you will be required to provide.



Confidential Equality Monitoring Form

1. Please ensure that you fill in the Equality & Diversity Monitoring section, as this allows the Trust to understand the level diversity of the applicants it attracts. It also allows us to ensure that we are attracting a representative sample of applicants to our organisation. Please note that this section, along with the first few pages of the application, detailing name, address etc, will be detached from the rest of your application form prior to it being shortlisted and therefore is not seen by any of the short-listing panel. Please also add on to this section any adjustments you may require for the selection process.

Employment History

1. Please ensure that you fill in your employment history with as much detail as possible.
2. Please ensure that you put correct dates for your employment history, as these will be checked at reference stage.

References

1. When will you request references?

It is Trust Policy to request references upon 'conditional offer' of appointment. On occasion it may be required to obtain references earlier. However, in these cases we will always contact you prior to doing this, and they will not be used for short-listing purposes.

2. What if I don't know the email address of my Referee?

It is quicker and easier for us to be able to email to request references. If you do not know the email address, please ensure that you can provide a current address and if possible, a telephone number. Delays in receiving references may mean a delay in agreeing confirmation of the conditional offer and agreeing a start date.

3. Why do you contact the HR Department of my Referee, when you ask for the name on the application form?

Our standard mandates good HR practice, by introducing a consistent approach for obtaining references and making sure that requests for information about employment history are sought through HR Departments, or equivalent. It is essential that the Trust adopts a consistent approach for obtaining references and enforces a robust process to ensure that the information provided within a reference is accurate, factual and can be verified from a central point of contact. We use a reference template to outline exactly what information we require from the outset.

4. What are the requirements for references if I am moving internally within the organisation?

When taking up a new role within the Trust, be it a temporary secondment, or permanent role, we already have a track record of your individual skills and attributes.



We would already have sought references externally upon your start with the Trust. Upon being short-listed for interview, the Manager's Feedback Form will be requested from your current line manager, and is designed to gain feedback from your manager regarding your suitability for the role that you have been short-listed for. No further references will be required.

5. What period of time should references cover and how many will be sought?

As a minimum, the Trust will verify at least three years of employment history. This will normally include the two most recent employers, where possible, and should cover a consecutive period of employment. Typically, two references will therefore be sought. Explanations may be sought in relation to the reasons for gaps in employment at the interview stage.

6. What happens if I have had more than two employers within that three year period?

If an individual has had more than two different employers in the immediate preceding three years then the Trust will usually require additional references from those employers to cover that period.

7. What if I have had a number of very short term positions?

Generally speaking, one of the main reasons for frequent job moves is because the individual has worked for an agency. In this case, the Trust will contact the agency for references. Any period which highlights a number of unexplained frequent moves will usually be further investigated in case there is some other underlying reason.

8. What happens if I haven't been employed during the past three years or have only one employer in my entire employment history?

Where an individual has not been employed for a considerable amount of time, but has had previous employment, the Trust will seek one reference from their last known employer and also a character reference. This will also be the case if an individual has only had one employer. Where an individual has been in full time education, a reference will be sought from the relevant academic institution. Suitable character references would include past tutors/ teachers, support workers, training advisors etc. We would not generally accept references from family members or friends.

9. What references should be sought if I am self-employed?

Where the applicant is self-employed, evidence may be sought from HM Revenue & Customs, Bankers, Accountants or Solicitors. Client references / testimonies may also be sought so that the Trust can ascertain that the individual's business was properly conducted.

10. Can pre-prepared references be accepted?

The applicant may provide a pre-prepared reference as part of the process. However, the information provided in the reference may not cover everything that the Trust needs to know, so further information will be sought. A pre-prepared reference will also need to be validated by contacting the author and confirming the nature of their relationship with the applicant, and the content of the reference.



Education, Technical and Professional Qualifications

1. Where qualifications are requested, please give as much detail of relevant qualifications as possible on your application form, including the educational institution, grade attained, full title of the qualification, date started and completed etc to ensure that the criteria is met . By 'relevant' we mean relevant to the vacancy for which you are applying. These details can be found on the Person Specification.

Please note that you will be asked to provide certificates of all the qualifications referred to on your application form, so please ensure that you make arrangements to gain access to these as early as possible, to avoid any delay in us making a potential unconditional employment offer to you.

Supporting Information

1. We do not accept CV's. We only accept fully completed application forms, no additional sheets.
2. Use the Job Description and Person Specification to structure your application and in particular use these to focus your response in the Supporting Information section. Please ensure that you illustrate with examples of how you meet the requirements and also consider why you are applying for the position and how your education, experience, training and skills relate to your application. For example, don't just state "I am a good communicator"; back the statement up with an example of how you demonstrate this.

Internal Candidates:

1. If applying for a role or secondment opportunity internally, please ensure that you complete all sections of the application form and avoid writing "refer to job description" etc. Do not assume that the selection panel are aware of your current role and experience.

NB: This information for applicants is intended to guide you in most areas of your application to the Trust, but is not exhaustive. If you have any concerns about any aspect of the recruitment and selection process please contact the HR Team on 01606 813300.

