

## **ORKNEY HOUSING ASSOCIATION LIMITED**

### **Guidance Notes for the Application Form**

**Please read these notes carefully – they are to help you make the best of your application**

1. The form should be completed and returned electronically, where possible. A hard copy of the form can be mailed out on request. If shortlisted, you will be asked to sign your application form at the interview, where necessary.
2. Please do not send in your Curriculum Vitae.
3. One of your referees should be your present or most recent employer. If you are not currently employed please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. References will not be taken up unless you are to be offered the position and we will seek your permission prior to doing so. If you do not wish your present or most recent employer to be your referee please provide an explanation for this at Question 6.
4. The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. The selection panel cannot make assumptions about the nature of the work you have done from a list of job titles. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this. It is therefore important that you use the space provided in Question 3 to detail all your relevant experience and skills.
6. If you are related to any members of staff, management committee member, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application but is essential to ensure compliance with Housing Association policy. For the purpose of the policy a relationship should be declared if it is one of the following:
  - spouse, co-habitee (including same sex partners), parent, grandparent, child, grandchild, stepchild, brother, sister.
7. Please return the completed Application Form and Equal Opportunities Monitoring Form to Mhairi Hughes, Head of Corporate Governance, email: [recruitment@ohal.org.uk](mailto:recruitment@ohal.org.uk).