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Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Yes No

Do you hold a full, clean driving licence valid in the UK?

2. Current Membership of any Professional Body/Organisation

Please give details:

3. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.

Experience/Knowledge

Personal Circumstances

4. Reasonable Adjustments/Arrangements for Interview

Are you subject to any conditions relating to your employment in this country?

If "yes" please use the space below to tell us what these are?

Are you closely related or married to a staff or Board member of East Midlands Community Led Housing? No

If yes, please state the name of the staff or Board member and nature of this relationship below:

If appointed when could you start? Give period of notice if applicable

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Generate can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

GUIDANCE

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
Make sure the form is tidy

If you require an acknowledgement of your application:

- If emailing you must activate a read receipt from your email account.
- If sending by post you must enclose a stamped addressed envelope.
- Please note with limited resources, we cannot verify if we have received your application over the phone.

To complete your application:

- Please type or write clearly in black ink.
- Ensure you clearly state the job title you are applying for.
- Proof of qualifications and membership to professional bodies may be required.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of $\frac{3}{4}$ of a side of A4 and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally, good luck with your application and thank you for your interest in East Midlands Community Led Housing.