



Advisory Notes

Please read these notes carefully to help you to complete the application process.

The Application Form

Please complete all parts of the application form as clearly, as accurately and as fully as possible. It may either be typed or completed in your own handwriting using blue or black ink.

Part 1 contains details of your qualifications and experience that are relevant to the role. This information will be assessed against the role profile to create a shortlist of candidates.

Part 2 contains your personal details and equal opportunities monitoring information. The information in Part 2 will not be made available to those preparing the shortlist for interview.

CBH cannot accept CVs as an alternative to the application form, so please do not include them.

Please make sure you have signed and dated your application form to confirm that the details are correct and complete. If you have completed the form electronically, you will be asked to sign the form if you are selected for interview.

Qualifications

If you are shortlisted for interview, you will be required to produce evidence, in the form of the original certificates,

of any qualifications gained that are relevant to the role.

References

It is important that your referees can comment on your suitability for the role for which you are applying. One should be your current or most recent employer. We cannot accept personal references from friends or relatives. If you are leaving full-time education or have not worked since doing so, please give details of the head teacher, college/university tutor or similar. If you are self-employed, please give details of someone with whom you have dealings in a professional capacity such as a client, your accountant or bank manager.

Skills, Abilities, Knowledge and Experience

This is your opportunity to tell us why you are the best person for the job. You should relate your skills, abilities, knowledge and experience to the role profile. You can attach additional sheets but please do not put your name or any other personal details on them.

Right to Work Checks

Employers have a duty to prevent illegal working in the UK by carrying out document checks on people before employing them to ensure that they

are lawfully allowed to work. CBH will ask for proof of your right to work in the UK at interview stage. No appointment can be confirmed until such evidence is produced.

If shortlisted for interview you will be sent details on the evidence we require and the types of documents that are acceptable.

Equal Opportunities and Employment Monitoring

CBH are committed to equal opportunities to ensure that the way we deliver services and provide employment is fair and just for all.

We will endeavour to treat all people equally and fairly whether they are:

- * Seeking employment with Cheltenham Borough Homes or already employees of the company
- * Users of, or potential users of, Cheltenham Borough Homes services
- * Contracting to supply services or goods to Cheltenham Borough Homes
- * Seeking assistance from Cheltenham Borough Homes

Our equal opportunities policy aims to ensure that no individual receives less favourable treatment on the grounds of gender, race, colour, religion or belief, nationality, ethnic origin, disability, age, marital status, sexual orientation, or any conditions or requirements which cannot be shown to be justified.

To help monitor the effectiveness of our equal opportunities policy for people applying for and starting jobs in CBH, we need to collect information from you.

Please help us by ticking or completing the appropriate boxes. Any information gathered will not

identify individuals but will only be used to measure progress.

Disability

CBH is committed to ensuring that disabled people receive fair treatment and that reasonable adjustments will be considered.

If you do consider yourself to be disabled, please help us by making sure that you complete the appropriate section of the form.

Convictions

If you have a criminal conviction that is not considered 'spent' under the Rehabilitation of Offenders Act 1974, you are required to give details. However, certain positions are exempt from the 1974 Act, which means that you must declare any criminal convictions, including those which would otherwise be considered 'spent'. If the role for which you are applying is regarded as exempt, that will be indicated on the supporting information. An enhanced disclosure may be required for candidates that are required to work with children or vulnerable adults.

Canvassing

Canvassing any councillor, CBH board member or employee of the company, either directly or indirectly, to gain unfair advantage will result in your application being disqualified.

Data Protection Act 1998

The information you have supplied on this application form is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personnel file and may be held on computer and on manual records. If you are not successful,

your details will be kept for six months and then destroyed.

Complaints

If you have a complaint, CBH operates a complaints procedure, a copy of which is available on request. If you feel you have been treated unfairly at any stage of your application, you should contact the HR Manager as soon as possible, and at most, within four weeks.

Returning the Form

You should return the completed application, in an envelope marked 'Strictly Private and Confidential' to the following address:

Human Resources
Cheltenham Borough Homes Ltd
Cheltenham House
Clarence Street
Cheltenham
GL50 3JR

Or to:
recruitment@cheltborohomes.org

Please do not return the form directly to the recruiting manager.

The role of HR in the recruitment process is to receive and monitor the

application forms. If you require specific information or wish to talk to someone about the post for which you are applying, please contact the recruiting manager as indicated on the advert.

The closing date will have been stated in the advert, please ensure that you return your form before that date. It is not normally possible to consider late applications. Due to the resources involved, we regret that it is not possible for us to write to all unsuccessful candidates.

You may assume, if you have not heard from us within four weeks of the closing date, that you have not been shortlisted for interview.

If you would like us to acknowledge receipt of your application form, please send a stamped addressed envelope with your form.

If you need any help with completing the form or wish to talk about any aspect of the recruitment process, please contact HR on 01242 775314.

We wish you every success with your application and thank you for your interest in Cheltenham Borough Homes.



If you would prefer this information in Braille, large print, audio tape or require a translation please contact the HR Department on 01242 775314 or email recruitment@cheltborohome.org