County Durham Housing Group
Application Form Guidance Notes

Please read these guidance notes carefully before completing your application form.

General Points

- If you require any assistance in completing the application form, please contact Human Resources on 0191 3497777 or email HR@cdhg.co.uk.

- Please complete the form in black ink.

- Fill in all aspects of the form – if some parts are not relevant, write "not applicable" or "N/A" in that space.

- Please ensure that you include as much relevant information as possible on the application form. In line with County Durham Housing Group's Recruitment and Selection Policy, please note that we are unable to accept CVs. Any information provided on CVs will not be considered for short-listing purposes.

- If you do not have enough space on the form at any point you may continue on a separate sheet of paper, however, personal details, e.g. name, should not be included on any supplementary sheets. Make sure you add the vacancy reference and post applied for.

Diversity Monitoring Information

- Diversity monitoring form information is not used in the selection process, it provides us with the information we need to monitor our equality and diversity practices and ensures that all of our staff and potential employees are treated equally. This section is confidential and is not seen by the recruiting panel.

- Applicants with disabilities will be invited for interview if the essential qualification, experience and skills criteria are met.

Declarations

Relationships

- If you are related to an employee or board member of the Group, we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any employee or board member of the Group will disqualify your application.

Rehabilitation of Offenders Act

- The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and

final warnings are considered 'spent' immediately they are given. Some jobs are exempted from this Act.

- The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence. Custodial sentences of more than 2½ years can never become spent. The following sentences become spent after fixed periods from the date of conviction

Sentence	Rehabilitation period People aged 18 or over when convicted	Rehabilitation period People aged under 18 when convicted
Prison sentences of six months or less	Seven years	Three years and six months
Prison sentences of more than six months to 2 ½ years	Ten years	Five years
Borstal (abolished in 1983)	Seven years	Seven years
Detention centres (abolished in 1988)	Three years	Three years
Fines Community rehabilitation order Compensation Community punishment order Community punishment and rehabilitation order Curfew orders Drug treatment and testing	Five years	Two years and six months
Absolute discharge	Six months	Six months

Right to Work in the UK

- Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are invited for interview you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

Job Description and Person Specification

- The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. Think about how the experience gained through your previous work history, from any voluntary work or during any educational or research achievements matches the requirements for the role. You could also include any skills or knowledge you possess which are applicable to the role. Practical examples should be provided with an explanation of how that experience, knowledge or skill relates or is transferable to the criterion in question.

countydurham HOUSING GROUP

- Invitation for interview is based on the information contained in the Application Form. Applicants who do not meet the essential criteria on the Person Specification will not be short-listed.

- The information which you give us in your application is the only information which we will use in the shortlisting process. We cannot make any assumptions about your abilities.

Referees

- Please provide details of at least two referees for whom you have worked before, one of who should be your current employer or recent employer if currently unemployed. If you are in or have just completed full time education one referee should be from your school/college. References will be requested via email in the first instance.

Correspondence

- All correspondence regarding your application form will be sent to the email address you have provided on your application form.

- If you do not have an email address and you have not been invited to interview within four weeks of the closing date, you should assume that your application has been unsuccessful.

Complaints

- The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

- If candidates wish to raise any concerns with the recruitment and selection exercise, they should write to the Head of People and Organisational Development outlining their concerns. An investigation, where appropriate, will be undertaken and the outcome notified in writing.