

## **Introduction**

These notes aim to help you complete your job application form. Please read carefully before you start completing the application form.

## **Completing your Application**

We will use the information you provide on your application to decide whether or not you meet the essential requirements listed in the person specification. Please note that if you don't demonstrate through your application how you meet the criteria, your application will not be taken to the next stage. The following sections below outline the contents of the job description and person specification and will be useful when completing your application.

Thames Valley Housing has set out the performance and behaviour expectations for each role within the organisation. The job description sets out the family tree, main purpose of the job, contacts and key tasks for the role.

The person specification contains the following

### **1) KNOWLEDGE & EXPERIENCE**

This is broken up as 'Essential & Desirable'.

These are knowledge and outcomes required to perform effectively within the role and you are required to provide details of relevant experience for this role.

### **2) COMPETENCIES**

Technical: These are the experience and knowledge required to carry out the specific role.

Core: These are a set of behaviours an individual must possess in order to perform to the optimum level within that role.

### **3) VALUES**

Our REACH values are key to the success of TVH and are linked closely to our core competencies

### **4) OTHER**

Depending on the role, there may be other criteria that the job holder needs to demonstrate e.g. If a job involves travelling, you will need to have a full drivers License.

### **Permission to work in the UK**

Section 8 of the Asylum and Immigration Act makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him or her from taking up employment. If you are successful you will be asked to produce evidence demonstrating this and a list of acceptable documents will be provided at this stage

### **References**

Before a new employee starts at Thames Valley Housing, we must have received two satisfactory references. Your first referee should be your current employer or most recent employer if you are unemployed. Your first referee should be your line manager or someone who can comment on your performance. This shouldn't be your colleague or a personal friend. Please note that if we do not have satisfactory references we may withdraw the offer of employment.

### **Driving**

Some jobs require you to drive and will be included as a requirement on the person specification page.

### **CRB Checks**

Some roles will require a CRB check, if so this will be outlined in the advert/job description.

### **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. As indicated on the application form, parts of the application form will be used to monitor our recruitment practices. We will consider that by signing and submitting your application form you are giving consent to the processing of your data including putting your application forward for other suitable positions within 6 months of your application form.

### **Equality Monitoring**

Thames Valley Housing is committed to Equality & Diversity and selects employees solely on merit. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. To help us ensure this, we request all applicants to complete the Equal Opportunities monitoring section of the application form. This information will not be passed to anyone involved in the selection process

### **Feedback**

Thames Valley Housing is committed to continuous improvement and will welcome feedback from applicants on all stages of the selection process.