



Home Matters Supporting People

'Foundations for a better life'

Guidance Notes for Job Applicants

Supported Living opportunities

Home Matters Supporting People Limited (HMSP Ltd) is an Equal Opportunities employer. This means we welcome your application irrespective of sex, sexual orientation, marital status, age, race, ethnic or national origins, gender reassignment, disability, religion or belief, responsibilities for dependants, or other matter, which causes a person to be treated with injustice.

One of our main aims is that all levels of the workforce should reflect the community we work with and that everyone seeking jobs and promotion within the company has an equal chance. Some ways in which we do this are by:

- Advertising jobs widely to enable all sections of the community have access to our jobs;
- Ensuring that we only ask for particular qualifications or experience if they are essential.

We aim to ensure present, potential and future employees are treated fairly.

GUIDANCE NOTES

We have produced these notes to help you when completing your application form. All applications for employment with HMSP Ltd must be submitted by completing our application form. Please note that CV's are not accepted.

Please read the following notes carefully as the decisions to shortlist for interview is based solely on information provided in applications. Missing information or incomplete applications are likely to result in the application being unsuccessful.

THE JOB PACK

When you request information for the job, we will provide:

- Applicant Letter
- Application Form
- Job Description
- DBS Policy Statement
- Recruitment of Ex-offenders Policy Statement
- Guidance Notes

We recommend that you read the information provided carefully before completing your application.

Examine the requirements of the job as detailed in the job description and person specification. These indicate the minimum skills, knowledge and experience required for the job. You will be asked questions on these areas at your interview, should you be shortlisted. Your application will be assessed to see if it meets these requirements.

COMPLETING YOUR APPLICATION FORM

The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you carefully read and complete all sections of the form as accurately, clearly and fully as possible. PLEASE COMPLETE IN BLACK INK. If you have a disability and would prefer to submit your application on tape or in another format, you may do so. Your recording should follow the format of the application form.

1. PERSONAL DETAILS

Tell us your name, address and contact telephone and email information so we can contact you if necessary in regards to your application.

2. EDUCATION INCLUDING PROFESSIONAL QUALIFICATIONS

The decisions made regarding this post will be based on essential criteria. Holding an educational qualification will only determine your success where this is specifically recorded as essential. Do ensure that you list education and qualifications that are relevant to the job requirements.

MEMBERSHIP OF PROFESSIONAL ORGANISATION OR TRADE ASSOCIATION

Do ensure that you list memberships that are relevant to the job requirements.

RELEVANT TRAINING

The decisions made regarding this post will be based on essential criteria. Please tell us about any training courses that you have attended which are specific to the job.

3. EMPLOYMENT RECORD (Current and Previous Employment)

Write here the names and address of present and past employers. If you have any other experience, e.g. community or voluntary work, please provide these details. Please include any gaps between periods of paid employment and any experience during them.

Please tell us if you will be required to work a notice period for your employer. If you are successful, this will give us an indication of how long we will have to wait before you commence employment with us.

INTERVIEW ARRANGEMENTS

Please detail any needs if called to interview.

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

This is where you make your case for the job. Do not repeat your career history. You should use this area to tell us how you meet the person specification for the job.

Provide examples of how you meet the criteria. Please use the continuation sheet if necessary.

5. GENERAL

If the job requires you to drive, this will be stated in the advert. Please let us know if you possess a current driving licence, have access to a vehicle for work and if you have any endorsements.

In order to monitor our recruitment processes we would like to know how you heard about the vacancy.

6. REFERENCES

If you have been employed one referee must be your present or last employer. The other referee should also be able to comment on your abilities and experience in relation to your work; where possible, they should also be someone able to comment from direct experience of your competence, such as course tutor or volunteer organiser.

7. REHABILITATION OF OFFENDERS

Please read this section carefully, and answer the question. If you have any convictions, you must tell us. Having a conviction will not necessarily preclude you from being successful in gaining employment with us.

SIGNING THE FORM

Please carefully read the declaration and sign the form before sending it to us. Giving any false information on your application form will make your application unacceptable, or, if appointed, may lead to dismissal.

EQUAL OPPORTUNITIES MONITORING

Please complete this section. It will not affect your application. We require this information to monitor our Equal Opportunities Policy. This information is confidential and will not be seen by the short-listing or recruitment panel.

SUBMITTING YOUR APPLICATION FORM

In order for your application to be considered for short-listing and possible interview, you **MUST** return the completed Application Form.

*Please mark it "Private and Confidential" and return it to:

Home Matters Supporting People Limited, The Haven, 27 and 29
Hallchurch Road, Dudley, DY2 0TQ

Or by secure email to: gregg@homematters.support