



Guidance Notes for Applicants

Thank you for your interest in seeking employment with St. Leger Homes of Doncaster. This information is provided to help you fill in your application form. A large print version of the application form is available on request.

When shortlisting we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential and desirable criteria against which your application will be assessed.

Completing your application

- Application will only be accepted on a St. Leger Homes application form.
Please do not send a curriculum vitae (CV)
- Your application form should be well organised and concise. Take time to carefully read the Job Description and Person Specification
- You may find it helpful to do a rough draft first, as accurate spelling, grammar and punctuation help to create a good first impression
- **Check the closing date to ensure you allow time to complete the application form and submit it**

Recruitment Process

- If you would like an acknowledgement that your application has been received please enclose a stamped addressed envelope
- If your application is successful you will receive a letter inviting you to interview with at least one week's notice
- If we have not contacted you within **3 weeks** of the closing date please assume that you have been unsuccessful on this occasion
- The successful candidate will be informed as soon as possible after all the interviews have taken place
- If you would like feedback as to why your application has been unsuccessful then please request this via the Human Resources Department

When you have completed your application form please return it to the Human Resources Department –

Human Resources Department

St Leger Homes of Doncaster

St Leger Court

White Rose Way

Doncaster

DN4 5ND

Or email to slhdrecruitment@stlegerhomes.co.uk



Application For Employment

Please complete all sections – do not enclose a CV

Please complete this application clearly and using black ink, or type.

Application for post of		St. Leger Homes Job Reference Number	SL
Closing date of vacancy			
Department			

Personal details

Surname			
First name	Email Address		
Preferred Title	Home telephone		
Address	Mobile telephone		
	Work telephone		
	Do you hold a full UK driving license? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Will you have transport available for work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Postcode:	If yes, what sort?		

Guidance for applicants with disabilities

In accordance with St. Leger Homes' commitment to equality, all candidates will be treated fairly and on the basis of merit. Disabled applicants will be guaranteed an interview if they meet the essential criteria for the job. In order for St. Leger Homes to meet its duties under the Disability Discrimination Act 1995, aids and adaptations will be provided if reasonable, proportionate and necessary.

Disabled people

Do you consider yourself to be disabled as defined in the Disability Discrimination Act?

Yes No

If yes, do you require any support or adjustments to be made to enable you to take part in the selection process for the vacancy?

Yes No

If yes, please give details

Present or most recent employment

Employer's name	
Address	Salary
	Other benefits
Postcode	Responsible to
	People responsible for
Job title	Reason for seeking other employment:
Date of appointment from to	
Notice required:	
Briefly describe your job . . .	

Previous employment starting with most recent

Employer's name	Job title and main responsibilities	Salary	Dates Month and year		Reason for leaving
			From	To	

Education qualifications and relevant non-qualification training starting with most recent

You will only be considered for short listing if you have the qualifications as stated in the essential criteria. We will ask for evidence of your qualifications at interview.

Where you studied	Dates		Qualifications gained and courses attended		
	From	To	State level	Grades	Dates

Non qualification training courses

Title of Course	Length of Course	Organising Body

Membership of professional organisations

Organisation	Membership status	Since

Experience, Knowledge, Skills and Abilities

This is one of the most important parts of the application form; you should read these guidance notes carefully.

Where possible demonstrate that you can meet the **essential criteria** as per the person specification. This is particularly important where the person specification states that the essential criteria will be identified through your application form. You will only be considered for interview if you meet all the essential criteria and should state clearly in this section how you meet them. You may find it helpful to list each requirement on the person specification as a separate heading and explain how you meet that requirement.

Analyse the **person specification**. If the person specification says that we need someone with particular skills, it is not sufficient to say that you have them **we need examples that prove you have the skills**. So, if a job needs organisational skills, explain where you have had to use them to carry out a task. If management experience is necessary, you could tell us about the most difficult management situation that you have had to handle. Another specification could be Teamwork, many of us work in teams but we are interested in your personal responsibilities and achievement. Tell us what **you** did, not what the team did.

Please keep additional pages if attached to no more than 2 sides of A4

Experience, Knowledge, Skills and Abilities continued

A large, empty rectangular box with a black border, intended for the user to write their experience, knowledge, skills, and abilities. The box occupies most of the page below the header.

Equal Opportunities Monitoring Form

This information is not used in the selection process and will not be seen by the recruiting manager.

We are committed to working towards equal opportunities in employment and we aim to ensure that no candidate is treated less favourably on the grounds of race, gender, sex, disability, religious belief or any other unjustifiable cause not specified.

This information helps us monitor our performance in relation to equal opportunities. When we receive this questionnaire we will separate it from the application form. The information you give us will only be used for statistical purposes and will not be made available to anyone else. Access to the database will be security controlled and any information will be treated as strictly confidential

Equality in action					
I am: Male <input type="checkbox"/>			Female <input type="checkbox"/>		Transgender <input type="checkbox"/>
			My date of birth is:		
I am: Asian or Asian British		Dual heritage		White	
Indian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	British	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Other dual heritage background	<input type="checkbox"/>		
Black or Black British		Gypsy/Traveller		<input type="checkbox"/>	
Caribbean	<input type="checkbox"/>	Chinese		<input type="checkbox"/>	
African	<input type="checkbox"/>	Please specify any other ethnic background			
Other Black Background	<input type="checkbox"/>				

Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, Do you consider yourself to be a person with: (Please tick all that apply)					
Physical Impairment	<input type="checkbox"/>	Mental Health Problems	<input type="checkbox"/>	Learning Difficulties	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	Deaf or Hearing Impairment	<input type="checkbox"/>	Speech Impairment	<input type="checkbox"/>

Sexual Orientation					
Heterosexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

Which of the following religions would you say you belong to? (Please tick only one)					
Christian (including all Christian denominations)	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Islam	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	None	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>		

How did you learn about the vacancy					
Local Media	<input type="checkbox"/>	Professional Publication	<input type="checkbox"/>	Casual Enquiry	<input type="checkbox"/>
National Media	<input type="checkbox"/>	Internal Communication	<input type="checkbox"/>	Job Centre	<input checked="" type="checkbox"/>
If you saw the vacancy on the internet, via which website					

Under the Data Protection Act, 1998 this data is classed as sensitive. Please indicate your approval to this information being recorded on a database for internal statistical purposes by ticking the appropriate box	
I give my consent	<input type="checkbox"/> I do not wish to provide this information <input type="checkbox"/>