



Guidance on Completing an Application Form

The information you give us in your Application Form is the only information that we will use to decide whether or not we short list you for an interview. Oasis Community Housing will not take into account any previous applications that you may have already submitted to us or anything that we may already know about you.

All applicants are required to complete the standard Application Form. CVs are not accepted.

Equal Opportunities Monitoring

Please ensure that you fill in the Equal Opportunities Monitoring form included as part of the Application Form. This is not mandatory but it helps us to measure the effectiveness of our Equal Opportunities Policy. Members of the shortlisting and interview panel will not see the monitoring forms.

Please check the Job Description/Person Specification as to whether there is an Occupational Requirement with regard to religion and belief or gender.

Rehabilitation of Offenders Act 1974

You **must** give details of any convictions, cautions, reprimands, or warnings you may have, both spent and unspent.

Advice Notes

We would advise that you carefully think about the post for which you are applying, what the post involves and whether you can match this in terms of your knowledge, skills and abilities.

- Fill in all parts of the Application Form, if some parts do not apply then write N/A (not applicable).
- It is preferable to type the Application Form but, if you are unable to do so, please complete in black ink and ensure that your writing is clear and legible.
- List any qualifications and training as well as any **relevant** experience in your past and present jobs.
- Please ensure that you fill in the Supporting Statement section on the Form and use extra sheets if you need to. The Supporting Statement is an important part of the Application Form where you can tell us about your knowledge, skills, abilities and experience.
- Think about how you can use your own personal skills, experience and knowledge and relate them to the job Person Specification and Job Description. Let us know what skills you can bring to the job.
- Sign the Application Form if you are submitting by post. Tick the box on page 1 if you are submitting by email.
- If you are successfully short listed, we will aim to contact you at least 5 days before the day of the interview, although this may not always be possible.