



Employment Application Guidance Notes

Introduction

Thank you for requesting details about applying for employment with Framework.

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

Check that you have all the information you need before starting. You should have:

1. The job description
2. The person specification
3. The advertisement details
4. Employment application guidance notes
5. An application form.
6. The equalities monitoring form.

These guidance notes have been provided to assist you in the completion of an employment application form. If there is anything in these guidelines that is not clear or if you would like to make any other comments please contact our HR department in confidence by emailing hr@frameworkha.org

If you have any questions whilst completing the application form and would like to speak to someone about these, please contact the HR team during business hours on 0115 970 9583. Alternatively please email your question to hr@frameworkha.org

General

- We do not accept CVs – you must complete our application form.
- Please complete the application form in full.
- We do prefer to receive electronic applications, however if you are completing by hand, forms should be written using black ink.
- Please complete the equalities monitoring form – we cannot accept your application without this.
- Return your application by the closing date/time. Late applications will not be accepted.

Submitting an application form

Submitting by email:

- Send your application and the equalities monitoring form via email to hr@frameworkha.org.
- Ensure you save your application with the file name "FIRST NAME LAST NAME APPLICATION FORM JOB TITLE", using your name and the title of the job for which you have applied and then attach this to your email

- Put the job title and location of the post for which you are applying in the subject line of the email, eg: “Floating Support Worker Chesterfield”

Submitting by post:

- Send your application and the equalities monitoring form in the post to

Human Resources
Framework Housing Association
Val Roberts House
25 Gregory Boulevard
Nottingham
NG7 6NX

NB: Please ensure you mark your envelope with the phrase “APPLICATION FORM” so that it is clearly identified.

What Happens Next

Once we have received your application form we will check that you have any necessary qualifications or other requirements, such as a driving licence if that is a requirement for the job. We will also check that you have a valid National Insurance number and permission to work in the United Kingdom – proof of this will be required if you attend an interview.

If we have any questions or queries, we will contact you, by email or telephone, to explore these with you.

Once the closing date/time has expired, your application, along with any others we have received will be considered for short listing.

If you do not hear from us within 4 weeks of the closing date, you should assume that your application has not been successful.

If you are successfully short listed for interview, we will write / email you and give you a date and time for an interview. If we intend to carry out any selection tests, we will notify you about these too.

NB: We prefer to communicate by email where possible so please ensure you include a valid e-mail address which you check regularly when completing your application.

The selection panel will decide how best to notify successful applicants. This is usually shortly after the selection interview, when the successful applicant[s] are provisionally offered a position with us, pending the receipt of references and any other checks we need to make.

Completing the Application Form

Section 1 - Personal Details

Please complete this fully - we will use these details to contact you.

Section 2 - General Information

As a registered Social Landlord, Framework is governed by Schedule 1 of the Housing Act 1998, which states that anything that may cause a conflict of interest must be declared.

Please tell us if you have any relationship with one of our board members, service users or employees or have worked for Framework before - or for Macedon or Nottingham Help the Homeless Association (which merged to form Framework in 2001) - in either a voluntary or paid capacity.

Section 3 - Education & Training

Give details of your secondary and further education.

Please also give details of any other training you have completed or qualifications you have (or are studying for) which are relevant to this post.

Section 4 - Membership

Please give us details of any professional bodies to which you belong, eg: Chartered Institute of Personnel and Development (CIPD).

Section 5 and 6 - Employment & Experience

Please include details of all previous employment, including any voluntary work.

Information should be given in date order starting with the most recent.

Please do not attach your CV as a substitute.

Please account for any gaps in your employment / education history - if you do not do this you may be disqualified from the selection process. Time spent away from education and employment is often viewed positively - for example time spent caring for a dependent person can imply skills that might be relevant to supported housing.

Section 7 -Outside Activities

Framework is committed to ensuring compliance with the Working Time Regulations. As a result of this we need to make sure that your working week does not exceed 48 hours and that you have at least an 11 hour break in every 24 hour period.

If you undertake other work or voluntary activities that you intend to continue if you are successful with this employment application, please give us the details of the time you start and finish, the hours you work in total and the days you work in this activity.

Section 8 - References

References will normally be applied for once a verbal offer has been made.

NB: If you are applying for a role working in a service that houses children or young people under the age of 18 or services that house vulnerable adults, we will request references once you have been shortlisted. We do this to comply with safe recruitment practice recommended by the DfE/DoH and the Children's Workforce Development Council.

Referees must have direct knowledge of your work and must include your most recent employer. If you do not have a recent employer, references related to unpaid employment - for example voluntary work - may be appropriate.

If you do not provide referee details for you most recent employer, we will contact them in addition to the two referees you have provided.

If you are in or have recently left full-time education, you may give names of lecturers/tutors/head teacher, and the name of any employer you have had during temporary work or work experience.

Character references from relatives or friends are not acceptable.

Please note that you will not be able to start work with us until we have received your references. If we struggle to obtain them, this will delay your starting date of employment with us. It is, therefore, in your best interest to make sure that any referees that you give on your application form are able to respond promptly.

Section 9 - Criminal Convictions

Framework has a duty to ensure that all our service users are protected from abuse. As a result of this, we ask all potential workers to complete an enhanced Criminal Records Bureau (CRB) application before they begin working with us.

An enhanced disclosure allows us to see all criminal convictions, cautions, reprimands and final warnings that an applicant has ever received. An enhanced disclosure includes details of any convictions that are 'spent' because of their age.

As a result of this, it is very important that you declare to us all criminal convictions you have received. In particular you must make sure that you tell us the details of any convictions that you have received, especially those received in the last two years. Once we receive a copy of your CRB disclosure, we will check that you have declared your convictions. If you have failed to do so, it may result in us withdrawing any offer of employment to you.

Please note that Framework employs a significant number of individuals who have a history of offending. We are committed to upholding the principles of our rehabilitation of offenders policy and are as concerned with your honesty in declaring convictions to us, as we are in the details of your offending history.

All checks are carried out in the strictest confidence and only made in connection with your application for employment and for no other purpose.

There may be instances when your application for employment is rejected because of recent criminal activity that is outside of Framework's tolerance. We will always discuss any concerns with you before any action is taken.

Section 10 – Vetting and Barring Scheme - ISA Registration

The application of the Vetting and Barring Scheme is under review by the Coalition Government and final decisions about its operation are not yet available.

Please disregard this section of the application form until otherwise notified.

Section 11 - Other Information in Support of Your Application

This is the most important section of the form as we use the detail you submit in this section to determine who we will invite for interview. We cannot make assumptions about your abilities - even if you already work for Framework or are otherwise known to us.

You should use this section to describe the specific skills, knowledge and experience you have which are directly relevant to the job description and person specification for the job for which you are applying.

Read both the job description and person specification thoroughly before you complete this section. Use these to demonstrate clearly how your skills, knowledge and experience relate to that required for the job. You must give actual examples to support your answer. Do not just tell us that you have the skills or can do the job - prove it!

Consider experience you have gained outside of work, i.e. through voluntary work, leisure interests or personal experience of homelessness or of service use.

You should ensure that you address all of the points in the person specification marked as being measured at application stage (denoted by an A in the measurement column on the person specification).

If you are completing the form electronically, the space will increase to allow for everything you wish to add. If you have decided to print your application form before completing it and need more space, you are welcome to attach up to a maximum of one side of A4. This can be handwritten or word processed.

Please do not write too much [more than 2 sides of A4].

If you are applying in hard copy and need to attach additional sheets, please write your name and the title of the post for which you are applying on any additional documents you attach.

Reasons for Applying

The short listing panel are always particularly interested in the reasons for your application - ensure this section is completed; this should be no more than a short paragraph.

Section 12 - Data Protection

The information you provide will be used by Framework for the purpose of human resource administration and recruitment monitoring only.

By signing the declaration you are confirming that the information provided in your application is accurate and that any false statement or failure to disclose important information will render you liable to action, which may include dismissal.

If you submit your application by email, and your email address is clearly your own [contains your name] this will automatically be considered as a signature.

Recruitment Monitoring

Framework has developed the monitoring form to enable us to measure various details about applicants for employment, whether or not they are successful.

We want to make sure that we offer opportunities to the widest range of individuals possible. To do this, we need to collate information from you and all other applicants.

This information is sometimes quite sensitive, but we give you our assurance that it will be secure and kept absolutely confidential. Before your application form is considered, the recruitment monitoring data will be separated so that your age, sexuality, ethnicity or disability is not available to those making the selection for short listing.

We are particularly interested in monitoring age, sexuality, caring commitments, ethnicity and your beliefs. Please complete all sections of this form – this helps us inform our recruitment practice and strategy.

Physical or Mental Impairment [Disability]

Under current legislation, many health conditions are considered to mean that the individual has a disability, even though that individual may not consider themselves to be disabled.

Any physical or mental health condition that has a long term impact on a person's ability to carry out normal day to day activities is considered to be disabled, even when that condition may improve.

Please let us know if you have any kind of physical or mental impairment.

This information will allow us to make any reasonable adjustments for you if you are successfully recruited. Framework is committed to treating disabled people equally and will not reject your application for employment because you have declared a disability to us. We currently employ many individuals with disabilities (e.g. dyslexia, hearing difficulty, visual impairment, chronic and critical illness).

Please send a note with your application form telling us of any specific assistance you will need at an interview.

Medical Details

If your application is successful, Framework will ask you to complete a more detailed health questionnaire so we can explore with you implications in terms of the Working Time Regulations and the management of medical conditions.

Please provide us with information about your most recent sickness absence from work and details of any on-going medical condition you may have.

Feedback

If your application is unsuccessful, we are happy to provide feedback on the reasons why you were not shortlisted or why you were not successful at interview.

If you would like to receive feedback, please contact HR to request this and the team will make arrangements with the chair of the selection panel for this to be provided to you.