**GUIDANCE NOTES**

FOR COMPLETING

APPLICATION FORM

PLEASE ENSURE YOU READ THESE GUIDELINES CAREFULLY BEFORE SUBMITTING YOUR APPLICATION. INCOMPLETE APPLICATIONS AND / OR INCORRECTLY COMPLETED FORMS WILL NOT BE CONSIDERED.

Application forms may be completed electronically, saved and returned by email ***or*** printed, completed in black ink, block capitals and returned by post. In both instances, **forms must be returned by the deadline. Late applications will not be considered. The deadline will not be extended for technical issues.**

The Application Form must be completed in full and it is the responsibility of applicants to ensure that all relevant information is included. To meet Fair Employment Monitoring requirements, all candidates are also required to complete the Monitoring Form which be separated from application material and accessed only by the Monitoring Officer. Under Data Protection Legislation, your application details will be held securely and only accessed by those staff members involved in processing your application for employment.

Criteria may be enhanced, though not changed, to facilitate shortlisting. The panel will shortlist only on the information provided. CVs will not be accepted.

**Email Applications**

[ ]  Please keep information within the editable fields of the Application form and do not extend the fillable areas beyond their dimensions.

[ ]  Type your name into the signature area of the form - a handwritten signature will be requested if shortlisted for interview.

[ ]  Email your Application to: **recruitment@habinteg-ulster.co.uk**

**Handwritten Applications**

[ ]  Please do not submit additional sheets as they **will not** be considered and, if completing electronically, please do not expand the response fields.

[ ]  Check your completed Application Form for errors then sign and date.

[ ]  Place your completed Monitoring Form in a **separate envelope marked Monitoring form** and include with your Application form in your main postal envelope (size C5 or C4).

[ ]   Post to: **Recruitment, Habinteg Housing Association (Ulster) Ltd**

 **Alex Moira House, 22 Hibernia Street, Holywood, BT18 9JE**

(Applications sent to any other address will not be accepted)

**Applicants are advised:** In accordance with legislation a disclosure certificate check may be undertaken by access NI to ensure that people who might be at risk to a vulnerable person are not appointed. Expenses incurred due to attending the selection process will not be payable by Habinteg.