

# HOUSING JUSTICE

## GUIDELINES FOR COMPLETING APPLICATION FORM

It is not possible to interview every applicant for a vacancy so it is necessary to draw up a short list. Your application form will therefore play an essential part in the selection process. It determines whether or not you will be shortlisted and will act as the basis for an interview if you are selected.

**It is therefore strongly recommended that:  
You read the full job description carefully.**

The job description clearly outlines the duties you will be expected to undertake if appointed. The person specification represents the most important qualities necessary to perform the job efficiently and is used to try to ensure that the selection is undertaken in a fair and objective manner.

**You think about:**

What the job entails

What interests you about the job

Whether you fulfil the criteria on the person specification

**When filling out the form:**

Read it through to see what information is required.

Refer to the person specification, look at your own experience, and make a rough list of all your skills and experience relevant to this job.

Consider relevant experience you have acquired from community, voluntary and leisure interests, as well as from previous jobs.

Write out the form in rough to avoid mistakes and repetitions: this will help clarify your ideas.

Make sure you explain the main feature of each relevant job/ other interest you have had.

Make sure you address each requirement in the person specification. You must demonstrate how you meet each of these requirements by giving evidence from your past experience. We suggest you address each requirement in turn using the numbered sections on the application form.

Please type, or use black ink, as it makes it easier to photocopy. Please complete the recruitment monitoring sheet. It helps us to ensure that our recruitment and selection procedures are fair.

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