

# Applying for jobs in Brent Housing Partnership



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# Applying for jobs in Brent Housing Partnership

The following is aimed to help you fill in your application form.

CVs are not acceptable unless specifically stated.

## How do I use the papers sent to me?

The pack of background papers help you learn about Brent Housing Partnership and the range of customers we serve.

The **Job Description** is the list of tasks and duties the person appointed to the job will have to do.

The **Person Specification** is the single most important document. It sets out the skills and abilities the person will need to have to be able to carry out the tasks and duties. Go through the wording in the Person Specification and think through how you can really show the recruiting panel that you can do the job.

## Filling in the form

We suggest you plan and organise your information before you attempt to complete the form. It may also be useful to take a copy of your form before you send it off. Don't forget to write the post title you are applying for and your contact details.

## Eligibility to work

Changes to Section 8 of the Asylum and Immigration Act 1996, makes it a criminal offence to employ a person subject to immigration control unless they have valid permission to be in the UK or are employed in a category where permission is not required. Nationals from countries who are part of the European Economic Area (EEA) are free to work in the UK. Nationals from other countries are required to produce specific documentation to show their eligibility to work in the UK. Some of the required documentation are as follows: Current British Passport, National Identity Card, Residence Permit. A document stating National Insurance Number and name, full UK Birth Certificate, Certification of Registration of Naturalisation. For further information visit [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

This is normally required for citizens of countries outside the European Community who do not have UK residency. For further details consult the regulations available from **The Home Office, Immigration and Nationality Department, Lunar House, Wellesley Road, Croydon, CR2 2BY** the website is [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

List all your formal educational qualifications and any relevant job related training. You will be required to produce original copies of these if you are appointed to a post.

## Employment – past and present

Start with your current or last employer, then list only 3 previous employers in reverse date order (so your very first job is last), or the last 10 years employment (whichever is the shorter). You are asked to give the job title of each job, the dates you worked there, your salary or wage and a brief account of your main duties.

## What do I write on the blank part of the form?

This is one of the most important parts of the form. The space is for you to show the panel that you have the necessary skills and abilities. The way you will need to do this is to go through each point on the person specification and write a short but clear example of **how** you can do it. This example may be from your present job, something you have done in the past (paid or as a volunteer) or something from your home life to show you have the skills. It is not sufficient just to say **“I can do this”** you must give more detail.

For example you may be able to write:

**“In my last two jobs I have worked with the public at an enquiry desk. This meant I had to answer a wide range of questions from customers both face to face and over the phone. It was important I gave accurate information. Another part of the job meant I had to write letters explaining the answer to some questions if the person was not on the phone or to confirm the information I had given them.”**

It is helpful to the people going through your form (the selection panel) to list your examples in the order they appear on the Person Specification and number them. Don't forget to explain what and how you have done tasks. What you don't explain on your form can not be used to select you for an interview (shortlist).

The panel can not assume your experience from a job title you may have held in the past, if you do not explain **how** the experience is relevant to the post you are applying for.

Try and explain your experience in clear concise examples using words such as **“I planned...”** or **“I organised...”** etc. You may need to use additional sheets to cover this information. Ensure your name and the post title you are applying for is on each sheet.

If you have a disability, which you would like us to take into account, please state this on the application form. Brent Housing Partnership is a Disability Symbol user and positively welcomes applications from disabled people. We will offer every disabled job applicant who meets the essential criteria for the post an interview.

Examples of a disability may include, mobility difficulties, a sensory impairment such as sight or hearing loss, a progressive condition such as arthritis or MS, a mental health difficulty such as long-term depression or a learning difficulty like dyslexia.

Epilepsy, Diabetes and Asthma are also disabilities as defined under the terms of the Disability Discrimination Act. Please let us know if we can help and remember that you may apply for a job on tape or request information in large print.

## Referees

Please give the name of your current or most recent employer as a referee, or the name of someone who is able to give information about your skills and abilities which are relevant to your application. Students can give the name of a Head Teacher or university tutor/lecturer as a referee, instead. Please indicate on the form if you don't want us to contact your referees unless you are offered a job.

## Rehabilitation of Offenders Act 1974 and Political Restrictions

Certain Occupations are exempted from the provisions of this Act. If you are applying for a post where you are likely to be in regular contact with persons under the age of 18 or over 65; persons who are disabled, addicted to drugs, you are required to give any details (sentence passed and date) of each conviction (even though "spent" under the Act) on a separate piece of paper, which must be attached to this form. Failure to disclose such convictions could result in your dismissal.

Some posts are also subject to political restrictions under the provisions of the Local Government Act 1989. If this post is subject to any of these conditions, further details will be made available to you.

## Police Checks

Any person appointed to a post giving substantial access to children and vulnerable adults will also be subject to a criminal record check. If this post is subject to any of these conditions, further details will be made available to you but this will be done after selection but before appointment.

## Closing date

Make sure you sign your application form and return it so it arrives by or before 5pm on the closing date, as applications received after the given date can not be considered.

## Monitoring Form

Monitoring of equality information in the recruitment and selection process is vital to our policy for equal opportunities within our workforce and for job applicants. It is also now a statutory requirement under the Race Relations (Amendment) Act 2000, which requires all public sector organisations to promote race equality. Please help Brent Housing Partnership to comply with this requirement by completing the monitoring form. The information on the form will only be used to profile our workforce and will have no bearing on the decision making. The form will only be looked at after an appointment has been made.

Finally, we are not able to write to applicants who are not shortlisted for interview. However if you would like feedback on your application, please contact the person listed in the advert who is dealing with this post quoting the reference number on your application form.

Part A. Personal details will be detached from the rest of the application form. The Interview Panel will not have access to the applicants personal details until the shortlisting process has been completed.



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