



Completing your application form

- Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring must be completed in full.
- Add your initial and surname to any additional sheets.
- Return your completed application form and recruitment monitoring form by email to hr@wolverhamptonhomes.org.uk or post to the address shown on the job advert by the stated closing date.

Tips for completing section 7 – Supporting Information

- The decision to select you for interview will be based on how closely you meet the **Competency Requirements** shown on the job description. These may have been gained from: paid work, voluntary or leisure activities, work in the home, training and education.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

Recruitment monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of Wolverhampton Homes' equal opportunities and recruitment policies.

We look forward to receiving your application.

Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. Wolverhampton Homes also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Data Protection Act 2018

Wolverhampton Homes will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 2018, the General Data Protection Regulations and any other subsequent legislation that supplements or replaces the above. More information on how we use your data can be found at: www.wolverhamptonhomes.org.uk/applicant-privacy-notice

The Act gives you the right to see a copy of the information held about you on application to Wolverhampton Homes' Data Protection Officer.

Wolverhampton Homes Data Protection Officer can be contacted on (01902) 554803 or via e-mail at DP@wolverhamptonhomes.org.uk. Further information relating to GDPR and the Data Protection Act 2018 can be found on the Data Protection Commissioner's website at www.informationcommissioner.gov.uk