



Dear Applicant

## **GUIDANCE ON COMPLETING THE APPLICATION FORM**

Thank you for your interest in our vacancy. Before completing the Application Form, please read through this Guidance, together with the Role Profile and Person Specification.

The Application Form is your opportunity to sell yourself to us. We will use it to assess your suitability for the role, against the Person Specification, when shortlisting candidates for interview. It is therefore important that you complete all sections of the Application Form fully and accurately.

### **Reasons for applying and additional information**

The 'Reasons for applying and additional information' section, is one of the most important parts of the Application Form, as this is where you have the opportunity to tell us why you are applying for the position and demonstrate what makes you a suitable candidate.

The Role Profile outlines the purpose of the role and key accountabilities and the Person Specification outlines the essential and desirable qualities, required to undertake the position. Using this information, tell us about your skills, experience and achievements that you feel are relevant to the position you are applying for and how these make you suitable. Remember to include other relevant experiences you have had, eg school, college, hobbies/clubs, voluntary work, or any other responsibilities or personal experiences, such as being a Carer.

### **Equality and diversity**

We are committed to eliminate discrimination, promote equality of opportunity and maintain an organisational culture which values people from all sections of the community. We are a 'Disability Confident Employer' which is a scheme that is designed to help employers recruit and retain disabled people and people with health conditions for their skills and talent.

To ensure this commitment is being adhered to, we would appreciate if you could complete the 'Employment Monitoring Form'. Please be assured that on receipt, it is immediately separated from your Application Form and plays no part in the selection process. It is used solely for monitoring purposes.

### **Returning your completed Application Form**

Please return your completed Application Form by the closing date, either by email to [peopleandculture@coastlinehousing.co.uk](mailto:peopleandculture@coastlinehousing.co.uk) or by post to:

People and Culture  
Coastline Housing Ltd  
Coastline House  
4 Barncoose Gateway Park  
Pool  
REDRUTH  
Cornwall TR15 3RQ

If you have any queries, please do not hesitate to contact us by email to [peopleandculture@coastlinehousing.co.uk](mailto:peopleandculture@coastlinehousing.co.uk), by phone on 01209 200203, or visit our website [www.coastlinehousing.co.uk/recruitment](http://www.coastlinehousing.co.uk/recruitment)