



Dear Applicant

Guidance on completing the Application Form

Thank you for your interest in our vacancy. Please read through the Role Profile and Person Specification together with this guidance on completing the Application Form.

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

Equality and diversity

We are committed to fulfilling wholeheartedly statutory requirements to eliminate discrimination, promote equality of opportunity and good relations between different groups and to maintaining an organisational culture which values people from all sections of the community.

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

As you will see from our advert, we display the 'two ticks Positive About Disabled People' symbol. This is awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled individuals. If you declare that you have a disability and demonstrate, through your Application Form, that you meet the essential criteria of the job, you will be guaranteed an interview.

Reasons for applying and additional information

The 'Reasons for applying and additional information' section, is the most important part of the Application Form, as this is where you will explain to us why you are applying for this vacancy and how your transferable skills, experience and achievements make you suitable for this job.

The Role Profile outlines the purpose of the role, key accountabilities and general obligations and the Person Specification outlines the essential qualities that are required to undertake the role, as well as the desirable qualities. Using this information, tell us about your skills, experience and achievements that you feel are relevant to the role you are applying for and how these make you suitable. If you have no previous experience in a similar role, use other experiences you have had, eg school, college, hobbies/clubs, voluntary work, or any other responsibilities or personal experiences, such as being a carer.

Returning your completed Application Form

Please return your completed Application Form and Employment Monitoring Form by the closing date, outlined in the advert/on our website: www.coastlinehousing.co.uk/vacancies

Your Application Form can either be emailed to hr.recruitment@coastlinehousing.co.uk or posted to:

Human Resources Department
Coastline
Coastline House
4 Barncoose Gateway Park
Pool
REDRUTH
Cornwall TR15 3RQ

If you have any further queries or would like further advice, please do not hesitate to contact us on 01209 200203.

We look forward to hearing from you.

Yours sincerely

Human Resources Department