

LOCHFIELD PARK HOUSING ASSOCIATION LIMITED

Guidance notes for Applicants on filling in the Application Form

Please read these notes carefully – they are to help you make the best of your application.

1.	The form should be completed in black ink for photocopying purposes.
2.	Please do not send in your Curriculum Vitae.
3.	The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form. You will need to demonstrate how you meet the essential job requirements to be considered for the post.
4.	The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the essential requirement; you must demonstrate how you meet it to the panel with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting all essential criteria. Where essential criteria are highlighted in bold, more weighting will be given with these attributes.
5.	If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.
6.	Candidates must declare on their application form if you are related to any members of staff, management committee member, consultants or contractors or suppliers to the Association. This will not necessarily be detrimental to your application.
7.	All personal details will be removed, and applications are anonymised for the short-listing process.
8.	The equal opportunities monitoring information is kept separately and does not form part of the selection process.
9.	As part of our Equalities Policy, we will offer interviews to applicants with a disability who we consider meet the essential criteria. However, in circumstances where we have a large number of applicants including a large number of applicants with a disability, interviews will be offered to those applicants with a disability that best meet the essential criteria.
10.	Lochfield Park is keen to be an inclusive organisation so we encourage candidates with disability to contact us if there are adjustments / assistance that we can provide to enable an application.
11.	Please contact us if you require application information in a different format.
12.	All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974, usually if invited for interview. Positions are subjected to the declaration being completed.
13.	Many of our positions are conditional on a Disclosure Scotland check being obtained. Further information on applying for the correct level is provided to the successful candidate.
14.	Where possible, please email your application as a word document, preferably with an electronic signature or confirmation of the application being true and complete stated in the email.