

### **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 typed or completed in black ink or black ballpoint pen as it may be photocopied or scanned. If you require these Guidance Notes in another language or in large font print, please contact the Corporate Services Department on: Tel: 01506 634286 or Email: hr@weslohm.co.uk.
2. Our application form can be made available in a paper copy to complete by hand, or can be downloaded from our website and saved to print or to complete electronically. Please see below for details on how to return your completed application form.
3. Before completing the form, you should read the job advert and job specification carefully and ensure that your skills, qualifications and experience meet the requirements for the post.
4. If you choose to submit additional information on separate pages/sheets, please ensure your initial[s], surname and the post you are applying for is written on each page/sheet.
5. If you are posting the form back to us please do not staple any additional pages/ sheets to the application form.
6. Please do not submit a curriculum vitae (CV) either as a substitute for or along with a completed application form. We are unable to consider CV's as part of our recruitment process.
7. At least one of the referees should be your current or most recent employer. They should have [or had] some management or supervisory responsibility for your work, and not be colleagues, subordinates, relatives or friends. If this is your first employment, a tutor/teacher's or personal reference will be acceptable. Referees from voluntary positions will also be welcomed. Please provide an email address where this is possible.
8. It is our policy to request references only when an offer of employment is made, and which offer is subject to the receipt of satisfactory references. Referees will be provided with a copy of the job description for the vacancy. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.
9. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills against the requirements for the post. It is not sufficient for you to just state that you meet the requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.

10. If you are related to any members of staff, board members, consultants, contractors or suppliers to the company – this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application.
11. A Disclosure Scotland check will be conducted for the successful candidate (only appropriate for certain posts).
12. **An Equality and Diversity Monitoring Form is also enclosed. It would be appreciated if you could complete it to help us monitor our Diversity and Equal Opportunities policy. The information will not be circulated to the interview panel.**
13. **Data protection:** Weslo treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the company in accordance with its data protection policy. Information about how your data is used and the basis for processing is provided in our job applicant privacy notice.

I hereby give my consent to Weslo Housing Management processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the company. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying [corporate.services@weslohm.co.uk](mailto:corporate.services@weslohm.co.uk)

#### 14. Submitting Your Application

##### **Email**

If you have completed the application form electronically it can be returned to us at the following email address: [hr@weslohm.co.uk](mailto:hr@weslohm.co.uk)

##### **Royal Mail Post**

If you are posting your application form within four days of the closing date please send it to the following address below with the correct postage attached (please note these are not freepost addresses):

Corporate Services  
Weslo Housing Management  
66 North Bridge Street  
Bathgate  
EH48 4PP

#### 15. Late Applications

Applications received after the closing date will not be considered. We regret that an acknowledgement of your application will not be issued.

Thank you for your interest in Weslo Housing Management.