

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN EILEIN
SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION

STAFF APPOINTMENT

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 or black ball-point pen for photocopying purposes.**
2. Please do not send your Curriculum Vitae.
3. One of your references should be your present or most recent employer. If you have not been employed or are self employed or have been out of employment for more than two years, 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 carry out the post. Please note that referees will only be contacted if an offer of employment is made.
4. The enclosed Person Specification lists the requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. The Selection Panel will not 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. 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.
6. If you are related to any Board Member or staff member of the Association, this should be shown on the relevant part of the form. This will not necessarily be detrimental to your application.
7. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail.