

## GENESIS HOUSING GROUP

### Guidance on job application process

Thank you for your interest in applying for a post within the Genesis Housing Group. We hope you find the following information useful.

#### How to fill in the application form

Please refer to this checklist when filling in the application form.

- Complete all sections of the form. CVs will not be accepted.
- Under 'Personal Details', please make sure that we have a contact telephone number where we can reach you during working hours. Please also include your email address.
- Supporting Statement: this is a very important part of your application. Please explain fully how you meet all the entry requirements listed within the role profile – headed **Role-related knowledge, skills and experience at entry. (We use this information to decide who to short-list.)** Please use suggested sub-headings as part of your supporting statement. Choose those areas of your skills, abilities, knowledge and experience that are relevant to the job you are applying for. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or school/college activities. You should also provide evidence, with examples, to demonstrate your achievements. For example "I managed conflicting deadlines" – then explain how you achieved this. You should try to keep the supporting statement to two sides of A4, and it should not be longer than three sides of A4. (All candidates who are short-listed for interview may be required to provide certificates detailing the qualifications/professional membership which form part of the entry-level requirements.)
- Disability: we are committed to encouraging diversity amongst our workforce and the communities which we serve. We always try to provide access, equipment and other practical support to ensure that disabled people can compete on equal terms with non-disabled people. If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job, as we guarantee you an interview if you meet the minimum entry-level requirements.
- Referees: references need to cover the three-year period before starting work at Genesis (if you are successful). With this in mind, you need to provide as a minimum two references, ideally one from each of your last two employers. If you have been working on a number of temporary assignments through an employment agency, please let us have their

details to cover those periods. If applicable, you should also provide referee details in respect of any voluntary work you have undertaken during the three-year period. For school/college leavers with no or limited employment history, please let us have the name of your tutor/teacher and the school/college address. Please provide the names and contact details of your referees in the space provided, including email addresses and fax numbers. Please continue on a separate sheet if you need to provide more than two referees. If you are short-listed, we may wish to contact the referees you provide before interview. Please indicate on the application form whether or not you are happy for us to do this. All offers of appointment are conditional on receipt of references satisfactory to the Group. If you have any difficulty in providing us with details of referees, please let us know.

- Declaration – please sign and date your form and return it to the address on the accompanying letter. If you are returning your form by e-mail or online, you will be asked to sign your application form if you are called for interview.

#### **Other information relating to the application form**

**Prevention of Illegal Working** - Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ someone, aged 16 or over, who has no right to work in the United Kingdom, or no right to do the work offered. We have to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm an offer of employment, you must provide relevant proof of eligibility to work in the UK.

**Rehabilitation of Offenders Act 1974** - The Rehabilitation of Offenders Act 1974 was passed by the Government to ensure that anyone convicted of a criminal offence was not permanently disadvantaged in the job market. With the exception of jobs\* below, you do not have to advise us of 'spent' convictions, but if you have a criminal conviction that is not 'spent' you must advise us on this.

Some jobs\*, mostly those involving working with children and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be 'spent'; you therefore must advise us of **any** conviction you have had in the past.

If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential' with your name, title of the job and reference number of the job for which you are applying. The envelope will only be opened and considered if we agree to appoint you to the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s), whether spent or not, may lead to the withdrawal of the offer of employment. The role profile will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act.

**Disclosure of Criminal Convictions** - We use the Criminal Records Bureau (CRB) to assess the suitability of applicants for positions of trust and fully comply with the CRB's Code of Practice. We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment. The role profile will state whether a CRB check is required. A copy of our full policy is available from Genesis Housing Group's Recruitment Team on request.

**General recruitment and selection information**

A full list of benefits and rewards available to you is included in this pack.

**Annual Leave** –You will be entitled to 26 days annual leave per year. For those working part-time hours or on a fixed-term contract, the annual leave will be calculated on a pro-rata basis.

**Probation/Notice Period** – You will be required to work a 6-month probation period. During this time there is a 1-week notice period for both you and the Group. The notice period on completion of a successful probation will be increased to one month for Grades A, B and C, two months for Grades D, E and F, and 3 months for Grades G, H & J. A week's notice will be added to the period of notice for each year of service, up to 12 weeks' notice.

**Smoking Policy** – The Group operates a 'no smoking policy' in all of its offices.

**Medical Screening** – All offers of employment are subject to medical clearance and you will be required to complete a medical questionnaire. We reserve the right to refer you to our Occupational Health Advisor to assess your ability to fulfil the requirements of the post.

**Housing Corporation Regulatory Requirements** - You need to be aware that, under Housing Corporation regulatory requirements, there a number of areas in which members or employees of the Group are not permitted to benefit in any way from their connection with the Group. There are exemptions however subject to board approval, as follows.

- **Applicants related to any members or employees of the Group**  
You need to be meticulous about declaring any relatives who are members or employees of the Group, and it is the Group's view that in accordance with current lifestyles partners and their close relatives are included in the definition of "relatives". Should you be related to any members or employees of the Group, and you are selected as the appointable candidate, the HR department will need to obtain formal Board approval of your appointment before formally offering you the position.

- **Previous employees of Genesis Housing Group**  
You need to be aware that if you have been previously employed by the Group in the last 12 months, and you are selected as the appointable candidate, the HR department will need to obtain formal Board approval of your appointment before formally offering you the position.
- **Tenants applying for positions within the Group**  
Tenants are not prevented from applying or being appointed to positions within the Group, but we do need to consider the conflicts of interest or issues relating to confidentiality which may arise as a result of their tenancy. In general terms, if you are a tenant and the post being advertised is within the department where your tenancy is managed, we will not be able to consider your application due to the direct conflict of interest and the confidentiality issues arising. If you are in doubt please call the HR department on the number provided on the covering letter.

**Equality of Opportunity in Employment – Employment Monitoring Form** – Genesis Housing Group is committed to achieving equality of opportunity in employment and welcomes applications from all sections of the community. In order for us to monitor our equalities and diversity policy, it would be helpful if you would complete the employment monitoring form at the back of the application form. This will be detached from your application form on receipt and will not be made available to the selection panel.

**What happens once you have completed your application form?**

As soon as the vacancy closes, the selection panel will assess all the applications received and draw up a short-list. This usually takes 1-2 weeks. If you are short-listed, we will try to call you to inform you about the next stage of the selection process, and will follow up with a letter or e-mail. This next stage will include, as a minimum, an interview with the selection panel and any related exercises.

We really value your application, but hope you will understand that in the interest of working efficiently we do not normally acknowledge receipt of application forms or inform you if you have been unsuccessful on application. With this in mind, if you have not heard from us within four weeks of the closing date, you should assume that, on this occasion, your application has not been successful. What this means is that yours was not amongst the strongest applications for this particular vacancy; this should not deter you from applying to the Group in the future.

We thank you for considering employment with Genesis Housing Group and wish you every success with your application.

If you require any further information, please ring 0208 150 4100 and ask for the Recruitment Team.