

A guide to completing your application

This guide will help ensure you provide us with all the information we need to process your application.

Job details

Before you start to complete your application form:

- Please ensure you can answer 'yes' to ALL four Melin Mindset questions on page 1.
- Carefully read all the information in your application pack. This includes a full job description and a person specification, which details the skills, knowledge, experience and competencies which are required for this job.

The person specification is split into two sections: essential and desirable. You must explain how you meet the essential criteria with examples of how you have demonstrated the key competencies outlined in the person specification.

The desirable section contains a list of skills, qualifications and experience that would enhance your application.

Closing Date

The closing date for the job is on the advert. Please ensure that your application reaches us by **noon** on the specified date, as late applications will not be accepted.

Due to the volume of applications received by Melin Homes, we are unable to acknowledge receipt of individual job applications. However we will contact you as soon as possible after the short listing has taken place.

Application Form

Please complete all relevant sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box. If you need to attach a continuation sheet to any section, please ensure that your name and the question number are included on each sheet. Forms must be completed in black capitals.

Please note that CVs are not accepted.

Reasons for applying for this job

The information requested on page 6 of the application is given to the short listing panel, therefore it is essential that you give relevant information about your qualifications and experience, when answering the reasons as to why you are applying for this job.

Employment History

Please give us full details of your complete work history. This can include paid employment, voluntary work and work experience.

Education

Please give full details of your education, detailing Schools/Colleges attended and qualifications achieved, including subject, level and grade. Please also include information on any qualifications for which you are currently studying.

Other Qualifications/Training

This could include: on the job training; IT training courses; skills training courses; apprenticeships; technical training; health and safety training, etc.

References

Please give details of at least two referees who can comment on your suitability to do this particular job. They can be from college, school or voluntary experience and **at least one reference should be from your present or most recent employer**, if applicable.

Please remember to complete the section which asks if we can approach your referees. In providing the names of referees, you are agreeing that Melin Homes may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain strictly confidential. We will not contact anyone unless we have offered you employment.

General

Interviews will be held as soon as possible and all candidates will be informed of the outcome of their applications in due course.

Equal Opportunities Monitoring Form

Melin Homes is committed to upholding the principles of equality and diversity in employment and in the provision of its services.

We welcome applications from all sections of the community. No person or group of people applying for a job will be treated less favorably on grounds of their colour, race, ethnic or national origin, gender, gender reassignment, sexual orientation, age, physical or mental disability, parental responsibility, marital status, religious beliefs or membership or not of a Trade Union.

The information provided is used to help us monitor the effectiveness of our Equal Opportunities policy and is detached from the application form prior to short listing and is kept confidentially by our Human Resources Department.

Data Protection Act 1998

All or parts of the information on this form and all other documents submitted in application may be stored on computer files and used for the purpose of administration within the Human Resources Department and to enable Melin Homes to meet its statutory obligations. Such use will be subject to the provisions of the Data Protection Act 1998.

Contact Information

If you need any help or advice in completing the application pack, please contact us on 08453 101 102. Please return your completed application form, marked 'Private and Confidential' to:

Melin Homes, Ty'r Efail, Lower Mill Field, Pontypool, Torfaen, NP4 0XJ.

Alternatively you can email your application to jobs@melinhomes.co.uk

Please note that if you apply via email, you must complete both the signature tick-box and the signature section of the pack. By doing this, you are confirming that the information you have provided on all documentation is correct.

Any incomplete or incorrectly completed forms will not be accepted and will be returned to you.