

Guidance Notes for Completion of Application Forms

Thank you for requesting an application pack. Please read these guidance notes, the job description and any other information you have been sent before completing all forms.


Please note: We do not accept CV's. All applications must be made using our standard recruitment application form.

The enclosed pack includes various forms to be fully completed and returned. The information you provide on your application form is the only information we will use in deciding whether or not you will be short-listed for an interview and it will be used as a basis for the interview itself. We aim to let all applicants know if they have been successful or not within two weeks of the specified closing date.

Useful tips:

- Tailor your application form to the job you are applying for
- Include evidence relating to as many of the essential and desirable criteria as possible (found on the Job Description)
- Write clearly and concisely in plain English as the application form will be used to assess your written communication skills
- Ensure that all forms and sections are completed as the information is requested for a valid reason

Positive about Disabled People



The Association is committed to improving opportunities for people with disabilities and has been awarded the Positive about Disability symbol. This means that Broadland are committed to interviewing all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please include this information within your application.

If you are unable to complete the application form, you can ask someone else to complete it on your behalf, or submit your application in an alternative format, but we ask you to notify us where this is the case.



Equality & Diversity

Broadland are committed to Equality & Diversity and ensuring that the Association does not discriminate against anyone. Please read the enclosed Equality & Diversity Policy Statement which explains this further. All applicants are asked to complete the E&D monitoring form and return with the application form. This information will remain confidential and allows us to tailor our services to meet the diverse needs of our customers.

Declaration of Interests

Please read the enclosed form carefully, complete and return with the application form.

Fair Selection Process

If you wish to find out why your application has been unsuccessful, please contact the Human Resources Department.

Successful Candidate

Please note that if you are the successful candidate, under section 8 of the Asylum & Immigration Act 1996, we are required by law to ask you for documents which provide proof of your right to work in the United Kingdom, prior to you commencing employment.

Criminal Records Bureau Disclosures

As part of Broadland Housing Group's commitment to our tenants, we will be carrying out police checks on posts where employees may have access to children and/or vulnerable adults. If a role falls into this category, a satisfactory CRB check will have to be obtained before the commencement of employment.

If English is not your first language, we can interpret in order to help you.

ইংরেজী যদি আপনার প্রথম ভাষা না হয়, তাহলে আপনাকে সাহায্য করার জন্য আমরা অনুবাদ দোভাষীর ব্যবস্থা করতে পারবো।
Bengali

如果英語不是你說用的主要語言，我們能夠安排傳譯以幫助你。
Cantonese

Si votre langue maternelle n'est pas l'anglais, nous pouvons vous proposer nos prestations d'interprète pour vous aider.
French

ئەگەر ئینگلیزی یەكەم زوانی خۆت نیە، بۆئەوێ یارمەتیت بەدەین ئیমে تەرجومەت بۆ دەکەین.
Kurdish

如果英语不是你说用的主要语言，我们能够安排传译以帮助你。
Mandarin

Se a língua inglesa não for seu primeiro idioma, pode-se pedir por um intérprete para ajudar-lhe.
Portuguese

Если английский не является Вашим родным языком, мы можем оказать Вам помощь с переводом.
Russian

Si el inglés no es su lengua materna, podemos interpretar para ayudarle.
Spanish

Ana diliniz İngilizce değilse, çeviri konusunda size yardımcı olabiliriz.
Turkish

Please return the completed forms by the closing date specified on the advert to:

Katie Millar
HR Assistant
Broadland Housing Group
NCFC Jarrold Stand
Carrow Road
Norwich
NR1 1HU

For queries or assistance in relation to your application, please contact us on (01603) 750178

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IMPORTANT REMINDER

Due to the new postal regulations, when posting your application please ensure you have put the correct postage on your envelope. For an A4 size envelope you will need a 'LARGE' letter stamp. Incorrectly stamped applications are unlikely to reach us before the vacancy closing date.

For further information please go to www.royalmail.com or contact your local post office.

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 **01603 750200**

Declaration of Interests

In order to maintain the highest standards of conduct, BHG staff members, prospective BHG staff members, Board members and committee members are required to declare any known potential or actual conflict of interest by completing and submitting this form. An interest may include a family relationship or close personal friendship with consultants, contractors or suppliers to the Group, private work and membership of other voluntary organisations and statutory bodies.

Please complete the following sections to ensure all known potential or actual conflicts of interest are recorded:

- a. Name:.....
- b. Current position / vacancy applied for:.....
- c. Are you related to or a close personal friend of any current employee or Board member of Broadland Housing Group?
YES / NO
If yes, please give details:.....
- d. Are you currently residing in a Broadland Housing home? YES / NO
If yes, please give your address:.....
- e. Are any of your relatives or close personal friends currently residing in a Broadland Housing home? YES / NO
If yes, please provide details:.....
- f. Are you, any of your relatives, close personal friends or anyone in your household currently a Broadland Meridian service user?
If yes, please provide details:
- g. Is there any other existing or potential contractual relationship between BHG entities and yourself, a relative, a close personal friend or a member of your household? YES / NO
If yes, please provide details:.....
- h. Are you a principle proprietor or director concerned with the management of any company, firm or practice with which any of the entities within BHG does business or to whom it makes payments? YES / NO
If yes, please provide details:.....

i. Is there any existing or potential link between BHG entities and a relative or close personal friend of yours or member of your household, through being a member of a housing-related organisation? YES / NO

If yes, please provide details:.....

j. Are you related to or a close personal friend of anyone who is a contractor, consultant or supplier to Broadland Housing, Broadland Meridian or Broadland St Benedicts? (please see the list of current contractors, consultants and suppliers available from HR) YES / NO

If yes, please give details:.....

k. Do you use in a personal capacity any of the contractors, consultants or suppliers to Broadland Housing, Broadland Meridian East or Broadland St Benedicts? (please see the list of current contractors, consultants and suppliers available from HR) YES / NO

If yes, please give details:.....

l. I have no interest that I need to declare at present

OR

m. I wish to declare an interest other than those mentioned above:

.....
.....
.....

I declare that I shall not use any BHG approved contractor, professional advisor or supplier without the prior approval of the Group Company Secretary. I recognise that should my circumstances change, or should I become aware of an interest, it is my duty to declare this to the Group Company Secretary by completing a "Declaration of Interest" form, and that to do so could result in disciplinary action being taken against me.

SIGNED: DATE:

NB: The requirement to declare an interest shall not apply to an interest in a contract or other matter which a staff member, Board member or committee member may have:

- o as a Council Tax payer or inhabitant of an area or as an ordinary consumer of gas, electricity, water or other utility.
- o by reason only of holding shares in a company or other body where the value of those shares does not exceed £1,000 or 1/100th (whichever is the lesser) of the total nominal value of the share capital of that company.

Equality and Diversity policy statement

Broadland Housing Group is committed to addressing discrimination experienced by particular groups, as well as action to promote and achieve diversity in all areas of our business

We recognise that people are different and aim to ensure that we treat each individual with dignity and respect. As such we are committed to developing an organisational culture which values people from all sections of the community.

Broadland understands that promoting diversity in the workplace involves creating an environment that capitalises on everything that makes people unique – for example gender, ethnic origin, race, nationality, physical abilities, sexual orientation, religious or political beliefs, age, marital or family status or caring responsibilities – and giving everyone a fair and equal chance to be successful.

The Group also appreciates that some kinds of difference, discrimination or disadvantage are shared and experienced by particular groups. Where individuals have common needs, we will ensure that the implementation of this policy is specific to those groups.

This Policy supports our commitments by providing a framework for continuous improvements.

Confidential – Equality & Diversity Monitoring

This form is separated from your application and will not be seen by those making selection decisions.

Broadland Housing Group is working to remove any unfair discrimination. To help us check that we are doing this effectively, please complete the information requested on this form. The answers you give will be used for monitoring purposes only.

Post:				
	Please tick			
Age Range:	Under 20 <input type="checkbox"/>	20 - 24 <input type="checkbox"/>	25 - 29 <input type="checkbox"/>	30 - 44 <input type="checkbox"/>
	45 - 59 <input type="checkbox"/>	60 - 64 <input type="checkbox"/>	65 - 74 <input type="checkbox"/>	Over 75 <input type="checkbox"/>

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Marital Status:	Single (never married) <input type="checkbox"/>	Single (never married but living with partner) <input type="checkbox"/>
	Married <input type="checkbox"/>	Re-married <input type="checkbox"/>
	In a civil partnership <input type="checkbox"/>	
	Separated (but still legally married) <input type="checkbox"/>	Divorced <input type="checkbox"/>
	Widowed <input type="checkbox"/>	

Ethnic Origin:	
White	British: English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Irish <input type="checkbox"/> Other, (please advise) Any other white background including mixed white (please advise).....
Mixed	White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please advise)
Asian or Asian British	Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please advise)
Black or Black British	Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other African background (please advise)
Chinese/other ethnic group	Chinese <input type="checkbox"/> Other (please advise)
Travellers or Gypsies	Romany Gypsies <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Other (please advise)

Religion:	Church of England <input type="checkbox"/>	Catholic <input type="checkbox"/>	Protestant <input type="checkbox"/>
	Other Christian <input type="checkbox"/>	Sikh <input type="checkbox"/>	Jewish <input type="checkbox"/>
	Hindu <input type="checkbox"/>	Muslim <input type="checkbox"/>	None <input type="checkbox"/>
	Other (please advise)		

Sexual Orientation:	Heterosexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Lesbian <input type="checkbox"/>
	Bi-sexual <input type="checkbox"/>	Other (please advise)	

Where did you see this job advertised?		
Eastern Daily Press <input type="checkbox"/>	Eastern Daily Press Website <input type="checkbox"/>	Evening News <input type="checkbox"/>
Local Newspaper (please advise):.....		
Broadland Housing Website <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/>	HQN Website <input type="checkbox"/>
HDN Website <input type="checkbox"/>	Dash24.com <input type="checkbox"/>	
Word of mouth <input type="checkbox"/>	Other (please advise):	

Do you currently work within the Housing sector?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 60 of the Equality Act 2010
 Broadland Housing Group retains the right to ask questions regarding disability in order to monitor diversity in the range of people applying for work with us. We are also proud to be part of the Positive About Disabled People award which enables us to take 'positive action' in employment for disabled people.

<i>Do you consider yourself to have a disability where a reasonable adjustment would be needed?</i>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Type of disability/condition (please describe if you are happy to do so)
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Data Protection Notice:

Broadland Housing Group is seeking this information to monitor the effectiveness of our recruitment processes. The information may be passed, in summary and anonymous format, to the Housing Corporation and other Government agencies for statistical and monitoring purposes. Please tick below to indicate your consent to the processing of this information as described above.

I agree to processing of the information given on this form as described above

Name: **Date:**