



KENT COMMUNITY HOUSING HUB CO-ORDINATOR

BRIEF GUIDANCE NOTES FOR JOB APPLICANTS

Please complete the different sections of the application form to the best of your ability and only attach additional A4 sheets if you run out of space.

Equality of opportunity and use of CVs:

The use of an application form helps us to ensure equality of opportunity during the selection process. Please note that for this reason, any CVs received will be disregarded.

References:

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide one referee from your school, college or university and one personal referee. References will not be taken up without your prior agreement.

Information in support of your application:

This is your main opportunity to tell us why we should offer you the position of Kent Community Housing Hub Co-ordinator.

Please lay out your response using the following headings:

1. Reason for applying for this post
2. How I meet the person specification's essential criteria
3. How I meet the person specification's desirable criteria (where applicable)
4. The thing I am most proud of in my working life

Ensure that, when answering 2 and 3 above, you give evidence and examples of how your skills, knowledge and experience meet the criteria within the person specification.

Working Time Regulations 1998:

The Working Time Regulations were introduced in 1998 as a health and safety measure. It requires employers to take all reasonable steps to ensure that working time limits are not exceeded. This is why we ask in the application whether or not you are also working elsewhere. If you do have other jobs, your application will still be assessed and at this stage, any other jobs you declare will be ignored. However, if you are selected for interview, the implications will be carefully discussed with you and we may consider it necessary to also discuss the situation with your other employer(s), with your permission to do so. Depending on the overall situation and the outcome of discussions with you, we will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.



- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

Questions:

If you have any questions then please do not hesitate to contact Tessa O’Sullivan, Hub Manager on 07899 902 321 or at the email address below.

Please return your completed application by email to tessa@kentcommunityhousinghub.org or post to:

The Old Granary
Penstock Hall Farm
East Brabourne
Kent TN25 5LL