Candidate Guidance Notes

Return of Application

Late applications will not be accepted under any circumstances.

In order to avoid the late submission of applications we ask candidates to note the following:

1. **Completed application forms must be returned to: diane.johnston@homelessconnect.org**

2. **Please mark the email subject line – 'Application Form HOBS/0522 It is the responsibility of each applicant to ensure that application forms are received prior to the specified closing time and no later than 12 noon, Tuesday 31st May 2022.**

Other Information

1. **Applicants must provide the necessary information to demonstrate how they meet the requirements of the post and the shortlisting criteria. It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.**

   Short listing for this post will be undertaken using only the information you have provided in response to the essential criteria. Homeless Connect reserves the right to enhance the shortlisting criteria to include 'Desirable Criteria', in the event that we receive a significant volume of applications.

2. **Equal opportunities information should be completed and returned in the manner detailed on the equal opportunities monitoring form.**

3. **Please note an application number will be allocated to the application form when it has been returned to Homeless Connect.**

4. **It is the responsibility of applicants to ensure that all relevant information is included on their application form.**

5. **Applications which do not replicate the format and sequencing of the application form provided will not be accepted under any circumstances. If you have any queries, please contact for advice.**

6. **Homeless Connect will not accept CVs, letters, or any other supplementary material in place of or in addition to completed application forms.**

ALL sections of the application form should be completed.