



**Guidance notes on completing your HARP application. Your application should consist of your CV and a covering letter.**

### **Application Checklist**

At HARP, your covering letter and CV plays an essential part in choosing the right person for a job. It is only the information contained in your application that will decide whether or not you are shortlisted for an interview. The following will help you complete the application process:

- Think about the job you are applying for and exactly what it involves
- Read through the Person Specification so that you know exactly what information is required
- Read through the Job Description so that you know exactly what the job is and the skills and abilities you require to do the job
- Make a rough list of all your skills and experiences. Choose those you think are relevant to the job
- No assumption will be made about your skills and experience, so it is essential that you tell us how you meet the criteria - e.g., if you are a support worker tell us what is involved, do not assume the title 'support worker' explains everything
- Respond to each numbered point in the Person Specification and evidence that you have experience by giving an example.
- Make sure you know the closing date and return your application by noon on the closing date. It is your responsibility to ensure your application arrives before the closing date at the right address.

### **What happens next?**

Your completed application form will be used to decide whether or not you are selected for an interview. If you are shortlisted, you should hear within 3 working days of the closing date.

**Thank you for your interest in working for HARP.**

## HARP's Equal Opportunity Recruitment Monitoring Form

HARP strives to be an equal opportunities employer in all aspects of its work. In employment our policy is to provide employment regardless of age, gender, race, colour, creed, religion, marital status, sexual orientation or disability. To ensure that our policy is carried out, we monitor applications we receive for jobs to ensure that no group of applicants receive less favourable treatment than others. To assist us in monitoring the effectiveness of our policy, we would be grateful if you could provide details of your gender, ethnic origin, sexual orientation and religion.

The information you provide is confidential and is not shared with any member of the interview panel.

A full copy of our 'Equal Opportunity Policy Statement' is available on request.

Post applied for

Where did you see this post advertised?

I am: Male  Female

Date of Birth

### Ethnicity

White: British  Irish  Other

Mixed: White & Black Caribbean  White & Black African  White & Asian  Other

Asian or Asian British: Indian  Pakistani  Bangladeshi  Other

Black or Black British: Caribbean  African  Other

Chinese or other ethnic group: Chinese  Other

### Sexual Orientation

With the introduction of the Employment Equality Regulations 2003, we have extended our monitoring to include sexual orientation and religion and belief. I consider my sexual orientation to be:

Lesbian  Gay  Bisexual  Heterosexual  Other  Declined

### Religion

I consider my religion or belief to be:

Baha'i  Buddhism  Christianity  Hinduism  Islam

Jainism  Judaism  Rastafarianism  Zoroastrianism  Sikhism

No religion  Declined

### Disability

Would you consider yourself as having a disability? Yes  No

Applicants with a disability are encouraged to contact us to discuss the steps that HARP could take to overcome operational difficulties presented by the job, or if any adjustments or support is required if invited for interview. **Note: Please return this form with your application.**