



## Guidance notes on completing your HARP application form

### Application Form Checklist

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

- Think about the job you are applying for and exactly what it involves
- Read through the Application Form 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
- Before you complete the Application Form, save it to your PC and enter your details on that saved version. Ensure you cover the requirements set out in the attached Person Specification within Section D of the Application Form
- Respond to each numbered point in the Person Specification and evidence that you have experience by giving an example.
- Check that you have signed the declaration on page 6
- Make sure you know the closing date and return the form 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

A.	<b>White</b>	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other	
B.	<b>Mixed</b>	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other	
C.	<b>Asian or Asian British</b>	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other
D.	<b>Black or Black British</b>	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other	
E.	<b>Chinese or other ethnic group</b>	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other		
F.	<input type="checkbox"/> <b>Declined</b>				

**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 (please tick)

<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Other	<input type="checkbox"/> Declined		

**Religion**

I consider my religion or belief to be (please tick)

<input type="checkbox"/> Baha'i	<input type="checkbox"/> Buddhism	<input type="checkbox"/> Christianity	<input type="checkbox"/> Hinduism
<input type="checkbox"/> Islam	<input type="checkbox"/> Jainism	<input type="checkbox"/> Judaism	<input type="checkbox"/> Rastafarianism
<input type="checkbox"/> Zoroastrianism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> No religion	<input type="checkbox"/> Declined

**Disability**

Would you describe 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 form.**