

Home-Start HOST Recruitment - Supporting Documents

Application Guidance

These notes are intended to help you ensure that your application includes all the relevant information we need in order to shortlist for interview. This is your opportunity to tell us about yourself and why you are a good fit for this role and the organisation.

We would also greatly appreciate your completing [our anonymous Equal Opportunities Monitoring Form](#), which helps us ensure we offering fair opportunities.

General Points

- Please ensure your CV is fully up to date and covers your employment history.
- Please read through the documents attached to the job post or linked in our application process to learn about the role and requirements. Details of our projects and the work we do can be found on our website at home-starthost.org.uk
- Job information is comprised of a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience, and qualifications needed and the methods used to assess each of these.
- **When completing your supporting statement, please ensure you reference the person specification and how you meet the requirements; it is possible that you may not meet every single point, this does not mean we won't consider you for the role. We are interested in what you can bring to Home-Start HOST, so use this opportunity to explain the points you do meet, and how well you can fill the role despite any gaps.**
- We encourage you to get in touch and ask questions to learn about the role - please call us on 0161 344 0669 or email recruitment@homestarthost.org.uk to be directed to the best person for your query.
- Please limit your supporting statement to no more than 1 side of A4.

Safer Recruitment

- If we invite you for interview following shortlisting, we will need to ask you for some further information including referee details and criminal convictions. We will need this to be returned prior to interview.

HOST is committed to equality of opportunity, and to safe recruitment practice as an important part of safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all employees and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and an enhanced DBS check.