

**ARK HOUSING ASSOCIATION  
EMPLOYMENT INFORMATION PACK**



General Information  
Guidance Notes

## **Introduction**

Thank you for your interest in applying for this position with Ark Housing.

Please use the information provided to assist you in completing your application. Should you require any further assistance please contact us directly and we will be pleased to assist you.

## **General Information**

Ark Housing Association is a registered Housing Association with the Department for Communities (DfC) and is an independent not for profit organisation under the Industrial & Provident Society Act (NI) 1969.

Ark Housing provides social housing accommodation for rent to those in housing need. We provide accommodation throughout Northern Ireland for families, elderly people, those with disabilities, singles and others in housing need. We operate a family homeless centre providing temporary accommodation and support services for a wide range of client needs in partnership with the Housing Executive, Social Services and other partner organisations.

## **Our Vision**

Ark Housing's vision is:

"Making a positive difference by empowering people and communities"

## **Our Mission**

Ark Housing's mission is:

"In partnership, provide quality homes and support services to meet housing need and contribute to the wellbeing of communities"

## **Our Values**

Ark Housing's values are:

|                      |  |
|----------------------|--|
| Progressive          | Forward thinking, supporting change & transformational               |
| Respect              | Treat everyone with dignity and esteem                               |
| Integrity            | Maintain the highest professional and personal standards             |
| Diversity & Equality | Value diversity and equality in everything we do                     |
| Excellence           | Strive to deliver the highest standards of quality and customer care |

## **Guidance Notes on completing your Application Form**

It is important that you read these notes carefully before you attempt to complete the application form so please take a few minutes to read the information in this pack which will guide you throughout the process.

### **Job Description and Personnel Specification**

The Job Description and Personnel Specification will assist you in deciding whether or not you meet the essential criteria for this position. Please remember that the Association reserves the right to increase the criteria used for the short listing of candidates to be selected for interview without further notification.

You should use the job description and personnel specification to help you consider your relevant experience, training and skills and ensure that you highlight them when completing the experience & training section of the application.

### **Short Listing Candidates**

Candidates will be selected solely on the information provided in this application form and you should ensure that you answer all sections fully and provide the information requested in all sections of the application form.

**CV's are not acceptable and your application will not be registered if you submit a CV.**

### **Confidential Equality Form**

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked **Private & Confidential**.

### **Supporting Documents**

Documentary evidence will be required if you are short listed to attend for interview. This will include photographic identification e.g. passport, driving licence or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application are also required. You may bring these documents to the office with you on the day of your interview and staff will arrange to copy them for you.

**Please note that all documents provided must be originals**

### **Disclosure of Criminal Records**

All applicants must complete this section fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

You should note that Ark Housing are required to carry out checks on all persons being considered for employment with the Association through the Access NI scheme.

### Data Protection Act

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the Data Protection Act.

### Equality of Opportunity

Ark Housing is an Equal Opportunities Employer and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance as a result of a disability or other consideration which may hinder them in this application process. This may include the provision of translation service, alternative format for the documents or arrangements to facilitate a specific disability.

If you require such assistance please contact Annemarie Carleton at this office on Tel: 028 90 752310 or Email: [info@arkhousing.co.uk](mailto:info@arkhousing.co.uk)

### Equality Monitoring

To comply with our obligations under Equal Opportunities and Fair Employment legislation we are required to monitor our recruitment exercises in order to ensure that our recruitment policies and procedures are effective. All applicants are required to complete the Equal Opportunities Form associated with this application and to return it to the Monitoring Officer.

### **General Points**

- The application form should be completed in BLACK INK and in BLOCK LETTERS
- When completed you should read through your application again to check that you have fully completed all sections.
- Make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that late applications WILL NOT BE ACCEPTED
- Pay particular attention to the Applicant Declaration and ensure that you have signed and dated the application form.
- Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful and you are short listed for interview.
- Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.
- Canvassing on behalf of your application will disqualify your application.