

Thank you for considering employment with Your Homes Newcastle. We have enclosed all the information you need to complete your application. Please read all the information before completing your application.

There are three parts to the form. This helps us make sure that the process is effective, objective and fair.

**Part A** asks for your personal information. We use this to contact you if you are shortlisted for the position.

**Part B** asks for information about your past jobs and any experience, qualifications and skills that you have.

**Please do not submit a CV.** We only accept applications made on an official application form. We ask you to provide dates of employment and achievement of qualifications only in order to enable us to confirm your work history and this information is not used for any other purpose.

**Part C** is used for equal opportunities monitoring purposes only. It is removed on receipt of your application and will not be seen by anyone involved in the selection process. Our intention is to select the best candidates for the job regardless of their sex, race, disability, sexual orientation, religion or belief or age.

You must complete and return all parts of the application form. **Please use black ink or type** as this form may be photocopied. If you would like us to acknowledge that we have received your application, please complete the enclosed card and return to us, with your application, with a stamp attached.

Vacancies at YHN usually attract a high volume of applicants, so unfortunately we will only contact you if you have been shortlisted. If you have not heard from us within six weeks of the closing date, please assume that your application has been unsuccessful. All applications are held for a minimum of six months, so we may contact you if other positions become available.

If you require this form in a different format (Braille, large print, audio tape etc) please contact the HR Recruitment Team on 0191 278 8597/8598.\*

Please return your completed and signed application form to:

**HR Recruitment Team**  
**Your Homes Newcastle**  
**YHN House**  
**Newcastle upon Tyne**  
**NE7 7LX**

**Fax: 0191 278 8596**

**e-mail: [hr@yhn.org.uk](mailto:hr@yhn.org.uk)** (If you are replying by e-mail and are unable to sign the declaration section we will ask you to sign your application form during your interview.)

\*Information on all our vacancies is available via RNID Tynetalk by dialling the prefix 18002, then dialling the Recruitment Team on the number above.

**Applications must be received no later than 7pm on the closing date specified.**