



## **Applying for a job at Sapphire Independent Housing Limited**

### **Guidance for Applicants**

Please read these notes carefully before completing the application form.

The application form is very important as it is used at each stage of the recruitment process and the decision to shortlist your application is based purely on the content of the application form.

You should read through the application form carefully beforehand so that you know what information is required. Please ensure you complete all sections of the form clearly.

#### **Please note that CVs will not be considered.**

You should have a job description and person specification for each vacancy.

**Job description:** The job description describes the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying.

**Person specification:** The person specification describes the skills, experience, abilities and other factors we shall be looking for when selecting applicants. Your application should explain how your skills and experience relate to the person specification, providing real examples where possible. Do not only look at work experience you have had but also include any experience you have gained outside of a work setting which may be relevant. You should ensure that you cover all the criteria in the order listed.

### **Equal Opportunities**

Sapphire Independent Housing is committed to equal opportunities. We will not discriminate unfairly on the grounds of an applicant's race, gender, nationality, marital status, ethnic or national origin, religion or belief, disability, age or sexual orientation.

Sapphire Independent Housing is opposed to all forms of harassment or victimisation. We uphold this principal in all aspects of our operations.

### **Sending your Application to us**

Applications by **email** should be sent to:

[Recruitment@sih.org](mailto:Recruitment@sih.org)

Applications by **post** should be sent to:

HR Manager  
Sapphire Independent Housing Ltd  
1 Holmes Road  
London  
NW5 3AA

Please mark your envelope "Job Application".

If you wish a receipt of your application please enclose a stamped addressed envelope.

We regret that we will only acknowledge candidates who are invited to interview. If you do not hear from us within three weeks of the closing date, you should assume that your application has been unsuccessful this time.