

Guidance notes – completing the application form

Thank you for the interest you have shown in working for Red Kite. Below are some guidance notes to help you complete the application form.

When completing the application please make sure that you:

- Enter the post that you are applying for
- Complete all sections of the form and do not substitute it with your curriculum vitae (CV).
- Date the application form

Remember, you should:

- Do a rough draft first so that you avoid mistakes and repetitions in your application form
- Check that all sections are completed, including references, employment history and personal details
- Keep a copy for your own records
- Consider if the salary is right for you. We advertise our roles with a spot salary so are unable to increase the salary advertised.

Personal statement:

The personal statement is the most important part of your application and should be used to give us examples/evidence of how you meet all the criteria. If you do not address each area of the person specification and demonstrate concisely with relevant examples, how you meet the criteria then you are unlikely to be shortlisted.

If you have any questions please contact a member of the HR team by email:
hr@redkitehousing.org.uk