



## GUIDANCE ON SUBMITTING AN APPLICATION

**In order to be considered for the role, you must submit your application online via our website before the deadline.** We do not accept applications or any additional documents outside of this.

Please read the following carefully before completing your application form.

### Register an account

To set you up, you must first create an account via this [link](#).

**You must verify your email address in order to submit your application.** Please check your spam/ junk inbox and click on the link presented in the email to activate your account. Only then will you be able to submit your application for the role.

### Personal details

Please make sure that you answer all mandatory questions and that your contact details are correct, clearly displayed and in the correct format. If your details change in between sending in your form and being interviewed, please let us know as soon as possible.

### Supporting statement

**This is the most important part of the form.** You must address why you are applying for the post and why you want to work for Depaul, with reference to Depaul values.

You must also address the person specification and demonstrate how your experience and skillset matches the criteria. Do not repeat your career history and what is listed on your CV; use only relevant parts, including any interests, voluntary/ community work that may contribute to meeting the person specification.

Your supporting statement cannot exceed 8000 characters, so please keep it as concise as possible. We are unable to accept any additional files or attachments as an extension to the maximum character limit on the application form.

### Rehabilitation of Offenders Act 1974

You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act.

### Equal Opportunities

The following information is collected as part of our commitment towards achieving equality of opportunity.

You are not obliged to answer any of the questions; not answering will not affect your application in any way. If you do decide to answer, it will help us with our equality monitoring.

Depaul UK, Sherborne House, 34 Decima Street, London, SE1 4QQ [www.depaulcharity.org.uk](http://www.depaulcharity.org.uk)  
Registered Charity Number: 802384, Company Number: 02440093 (Registered in England and Wales)  
Registered with the Office of the Scottish Charity Regulator Number: SC049244

Depaul Housing Services is a subsidiary of Depaul UK  
Registered Charity Number: 1155073, Company Number: 08561164 (Registered in England and Wales)  
Registered with the Regulator of Social Housing Number: 4792



In accordance with the Data Protection Act, if you are selected, the information you provide will be kept and used for internal monitoring of the diversity of our workforce. The information you give in this section will not be disclosed to the interview panel during the recruitment process.

## **CV**

Please upload your current and up to date CV, in either a Word or PDF format, not as an image file or a screen shot. Be mindful that if the file is too large, you may have difficulties in uploading.

## **Source of employment opportunity**

Please let us know how you found out about this opportunity. This will help us to continue to reach out and attract the most diverse and talented workforce.

## **Additional tips:**

- Our online recruitment system works best with Google Chrome as its browser, try using Chrome if you have accessibility
- Don't have too many tabs open on your browser, as this can slow down the process of uploading your CV and submitting your application
- Try to send your application at a time where it's less busy online

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