



# NORTH STAR

Creating homes, building futures

## CV Submission Guidance

### General

1. CVs should be no longer than two sides of A4 paper.
2. Supporting statement should be no longer than one side of A4 paper.
3. CVs and supporting statement should be uploaded as one continuous document.
4. CVs and supporting statements should define how an individual meets the essential skills and experience outlined in the person specification. This should be covered via the following headings:
  - Employment history
  - Qualifications/Training
  - Personal/professional achievements
  - Brief personal statement

### Equality and Diversity

Upon submission of your CV and supporting statement, you must advise the People Services Department ([People.Services@Northstarhg.co.uk](mailto:People.Services@Northstarhg.co.uk)) as soon as possible of any of the following circumstances:

1. If you would like to be considered under the Disability Confident Two Ticks Scheme, (an interview will be guaranteed to all disabled applicants via the Guaranteed Interview Scheme, if the essential criteria are met), contact us:
  - Outlining the nature of your disability
  - Informing us if there are any 'reasonable adjustments' we can make to assist you with our recruitment process
2. If you have you ever been cautioned, or court martialled or have a criminal conviction(s) that are not considered spent under the Rehabilitation of Offenders Act 1974 (ROA). A spent conviction will show on a Disclosure, however, unless the post is exempt from the ROA, we will not take it into account when offering employment.
3. If you have a close connection or family link with a member of North Star's Board or someone who works for North Star stating the nature of the relationship.

***We are keen to reflect the communities we serve and would welcome applicants from a broad range of backgrounds and experience.***