



INFORMATION FOR JOB APPLICANTS

Cosmopolitan Housing Group was formed from Cosmopolitan Housing Association which came into existence in 1969. Due to the ever expanding diversity of the business, it became necessary to create a Group structure. As the group structure was created from a single organisation, and in order to assist in developing a common ethos, it was decided to brand all the organisations within the group as “Cosmopolitan” – Housing Association, Student Homes and Enterprises. The organisations within the group have many similarities; in addition to a common branding, each organisation share the same Senior Management Team and Core Values of how the businesses operate.

In this recruitment pack you will find :

- Application Form
- A Job Description and Person Specification
- Organisation Chart
- Equal Opportunities Statement

Please type or complete the application form in your own handwriting (unless you are unable to do so because of a disability or any other associated reason) **using black ink.**

Attached to the job description you will find the Person Specification for the post. This sets out the requirements needed for the job. In accordance with CHG’s Equal Opportunities Policy the Person Specification is used to ensure that all applications are assessed against the same criteria.

In order to ensure CHG’s continued development of its declared Equal Opportunities Policy, applicants are asked to complete the monitoring form. This information will be used for monitoring purposes only. It will be treated as confidential and will be separated upon receipt and before shortlisting takes place.

The only information we will know about you is what you tell us on the Application Form. Therefore under the heading of Supporting Information as far as possible you should outline how you meet the requirements for the job, and how your skills, knowledge and experience are relevant to the post.

Once the shortlisting of candidates has been completed you will be contacted in writing and advised whether or not you have been selected for interview. Please return your completed application form, marking it **Private and Confidential** to:

Jennifer Peters
Cosmopolitan Housing Group Limited
Cosmopolitan House
2 Marybone
Liverpool L3 2BY

Or e-mail it to : recruitment@cosmopolitanhousing.co.uk