



## **Guiding Notes to Completing the Job Application Form**

### **Introduction**

We thank you for expressing interest in working with the Social Security Housing & Finance Corporation (SSHFC). Before determining whether you are the best-fit for the post you are applying for, you are required to complete the job application form.

It is important to understand that shortlisting for interview is contingent upon the information you provide in the job application form. It is our advice that you retain a copy of the completed job application form as it may be useful in preparing for interview.

### **Completing the Application Form**

The application form is expected to be completed either handwritten or typed. Please endeavor to complete the form accordingly and include the information requested. Please check the link below for advice on how to complete the application form.

#### **1. Personal Information**

This section required you to provide your personal information such as your full name as appeared on your national documents. You are required to provide your current addresses: email and residential; and also your contact number (s), nationality, date of birth and your title.

#### **2. Employment History**

This section should be completed beginning with your current or most recent job or work experience. Should you not currently be in employment, the details in relation to the last job held, should be provided. In the absence of records of any paid job, you are encouraged to provide details of any unpaid or voluntary job you have held or currently holding.

### **3. Education and Qualification Starting with the most Recent Achievement**

This section should be completed beginning with your current or most recent qualification. Should you not recently earned any qualification, the details in relation to the last highest qualification attained should be provided. This should be followed by the rest and the orderliness to be maintained.

### **4. References**

It is required that all applicants provide at least two referees; one of whom should be the former employer of the applicant. Both of the referees will be contacted to obtain **employment references** describing the applicant's suitability for the position being applied for. SSHFC reserves the rights to request more referees where necessary or contact employers not mentioned below.

### **5. Supporting Statement**

This is a very important section for the applicant. It provides you the opportunity to tell us why you believe you are the best-fit for the position you applied for.

You are urged to carefully read through the job description and person specification for the purpose of understanding the duties and responsibilities of the post, and the skills, knowledge, abilities and others (KSAOs) required for effective performance of the job.

Please state in clear terms how you think you are the best-fit for the job by matching your KSAOs and Motivation to Job Requirements and Reward as outlined in the job description and person specification. It is only those that are able to demonstrate their suitability will be shortlisted. And the supporting statement must not be longer than 2 A4 size pages and if it is typed, it should be in font type Times New Roman with a font size 12.

### **6. Declaration**

I hereby confirm to the best of my ability that the information provided in this form is true, accurate and complete. I am fully aware and agree that if I am hired for this post at SSHFC based on this information provided any false statement shall warrant the termination of my appointment. Please do know that this section affirms your willingness to provide only factual information and alteration means you are ready to face the consequences.

### **7. Contacting Applicants**

Please note that due to the volume of applications we receive for positions that we advertise at SSHFC, we will only contact those shortlisted for interview. If you

haven't heard from us for two months after the closing date of the applications, please know that your application is unsuccessful.