



How to apply – guidance notes

Completing the Application Form

Your application form should contain clear and concise information that can be used to determine your suitability for interview.

A job description and person specification can be downloaded from the LMH website; these documents provide information about the job for which you are applying. Read the documents carefully and ensure that your application details the way in which your knowledge, skills and experience relate to the essential criteria outlined in the person specification.

Completing the Equality & Diversity Monitoring Form

To help us monitor our Equality & Diversity Policy please complete the Equality & Diversity Monitoring Form, in full, and return it with your application. This form will remain detached from your application form, and will not be seen by the panel. All information will be kept confidential.

Requirements of the Application

The deadline for all applications is 5pm on the date specified on the advertisement.

All applications should be submitted in a format that is compatible with Microsoft Office.

Please note that we do not accept CVs in application of any advertised vacancies. Also, candidates should not include their CV as part of their application form, as this will not be considered as part of the selection process.

Any applications submitted that do not comply with the specified requirements will not be considered for the advertised post.

Returning your Application

You should return your application to the LMH Human Resources Department.

By post:

Human Resources Department
Liverpool Mutual Homes
Commutation Plaza
1 Commutation Row
Liverpool
L3 8QF

By email:

recruitment@liverpoolmh.co.uk

Recruitment Queries

Any recruitment queries should be directed to the LMH Human Resources Department using the contact details above.