# Shortlisting questions for Handyperson/Gardener

## Guidance for applicants

As part of your application, you will need to provide answers to some shortlisting questions.

Do not send this document as a separate attachment. You will answer these questions on the online application system.

Your answers to the shortlisting questions are the most important part of your application. They will be used in the shortlisting process to assess whether:

* you meet the essential requirements for the role set out in the person specification
* you should be offered an interview.

Before you start your application, please read our guidance on ([Application Form guidance (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/jobs/open-vacancies-and-how-apply-brighton-hove-city-council/supporting-your-job-application/application-form-guidance) and [(Shortlisting guidance (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/jobs/open-vacancies-and-how-apply-brighton-hove-city-council/supporting-your-job-application/shortlisting-questions-guidance) . These give important advice which will increase your chance of success in the shortlisting process.

These are the questions you will be asked in the online application for this role. Do not answer them on this document. Instead, add your answers in the boxes that will appear as you go through the online application process.

1. Please tell us what previous experience you have had with general maintenance either at work or DIY at home. Please give an example of a maintenance job, or DIY project you have completed.
2. What equipment have you used for example, lawn mowers, strimmer’s, steam cleaners and other maintenance tools?
3. Working in this role would require some health & safety knowledge, can you give an example from your own experience that will demonstrate this.
4. This role involves interacting with people living in a residential home that may have mental or physical health needs – have you had any professional or personal experience of working with vulnerable people or do you have an understanding of what their needs may be?
5. Please tell us what is important when working as part of a team.
6. The handyperson / gardener role can be a busy role, can you tell us how you prioritise your work / your day / your week.
7. Can you give an example of when you have needed to keep accurate records.