



Application for Employment

IN CONFIDENCE

Please complete all sections

I am applying for the post of:

**Housing Assistant
(Permanent Full-time)**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview.

Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. CVs will not be considered.

When completed this form should be returned to:

by email to:
stephanie@hawhousing.co.uk

Communication from Hawthorn will be via email, please ensure the email address you have given is operational and check your Spam or Trash boxes for responses.

The information provided within your application form will be processed in accordance with the General Data Protection Regulation (GDPR)

Personal Information

Surname:

Initials:

Address for
Correspondence:

Postcode:

Private Telephone Number:

Mobile Number:

E-mail Address:

Your Daytime Telephone Number (on which a message may be left):

Secondary Education (please list certificates gained showing subjects and highest level of pass)

Subject	Level/Award

Further Education

University or College Attended	Dates		State whether full or part- time course	Qualifications obtained, state highest level of pass, if applicable
	From	To		

Professional Qualifications

Name of Awarding Body	Date Awarded	Qualifications Obtained, Membership Of Professional Institution etc

Short Training Courses (please give details of any short courses or training undertaken relevant to this post)

Course(s) Undertaken	Provider(s)

Computer Skills (please detail your experience of software and mainframe packages)

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Driving Licence (delete as appropriate)

Do you possess a full current driving licence? (essential)	YES / NO
Do you have access to a car for work purposes?	YES / NO
Are you insured for business purposes?	YES / NO

Present or Most Recent Post

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary:			
	Notice Required:			
	Reason For Leaving:			
Nature of Post (please describe your main duties):				

Employment History *(list in order with most recent post first)*
(Applicants must include their reason for leaving)

Name & Address of Previous Employer(s)	From Month/Year	To Month/Year	Position Held, Main Duties and Reason for Leaving

Please continue on a separate sheet if necessary.

Your Application for employment with Hawthorn Housing Co-operative

Please describe how your experience, skills and knowledge would enable you to meet the person specification for this post. You should try to show evidence in this section of how you satisfy the criteria as defined in the attached person specification.

KNOWLEDGE AND EXPERIENCE [E- Essential, D – Desirable]		
Experience of working within a social housing environment	D	
Experience of delivering excellent customer service	E	
Experience of providing a front-line service to tenants or the general public	D	
Experience of writing articles for newsletters	D	
Experience of ordering repairs using Pyramid housing management software	D	
Evidence of inspecting void houses	D	
SKILLS		
Evidence of excellent communication skills	E	
Evidence of excellent interpersonal and customer care skills	E	
Evidence of ability to learn new IT skills	D	
Evidence of excellent interpersonal, communication, Administration and organisational skills	E	
Evidence of self-motivation and enthusiasm	E	
Evidence of ability to work in a team	E	
Evidence of confidence in communication with the public	E	
Evidence of good communication skills	E	
Evidence of accuracy and attention to detail in all areas of work	D	
Evidence of ability to work in the evenings	D	
VALUES/ATTITUDES		
Evidence of a commitment to continuous improvement	E	
Evidence of taking responsibility to resolve problems	E	
Evidence of going the extra mile	E	
Evidence of embracing change	E	

Additional Information

Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.

Referees

Please give details including title and correct style of address of two referees. They should be qualified to comment on your ability and experience for this appointment and **should include a referee from your current line manager**. Hawthorn Housing Co-operative does not accept references from family members.

Please note that Referees will not be contacted prior to interview.

Name:

Job title:

Company:

Address:

Postcode:

Email:

Tel No:

Fax No:

Name:

Job title:

Company:

Address:

Postcode:

Email:

Tel No:

Fax No:

Relationship To Staff Members

Hawthorn is able to employ close family members of employees under certain circumstances. If you are related to any employee of Hawthorn Housing Co-operative or anyone who has been employed in the last twelve months, please provide details:

Relationship To Committee Members

An application made by a relative of either a current Management Committee member or anyone who has been a Committee member within the last twelve months, cannot be considered and no offer of employment can be made.

Canvassing

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

Entitlement to Work in UK

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. The successful candidate after interview, subject to the verbal employment offer, will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, pre-settled or settled status EU documentation, visa, birth certificate or any other document (or combination of documents) indicated by the Act.

Do you currently have the right to live and work in the UK? Yes / No
(please delete as appropriate)

Confirmation of Qualifications

The successful candidate after interview, subject to the verbal employment offer, will be required to provide evidence of their original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

Disability

We are committed to the employment and career development of disabled people. To demonstrate our commitment we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post at the short-listing stage. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

- ☐ Tick this box if you consider yourself disabled as defined by the Equality Act 2010.
False declarations will subsequently invalidate any contract of employment.

Declaration

I have read the guidance above and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signed: _____

Date: _____