

Reference Code:

Please return your application form:

**Email to:** **jobs@rhondda.org**

**Postal address: Corporate Services Department**

**Rhondda Housing Association**

**9 Compton Road**

**Tonypandy**

**Rhondda Cynon Taff**

**CF40 1BE**

**Please use block capitals where applicable and write in black ink only. Please note CV’s will not be accepted.**

**1. EDUCATION AND TRAINING**

|  |  |
| --- | --- |
| Name of School, College, University | Qualifications obtained(include grades and subjects) |
|  |  |

|  |
| --- |
| Other Qualifications/ Training**Please include details of any memberships to professional associations/institutes and any relevant training courses**  |
|  |

**2. EMPLOYMENT**

|  |  |
| --- | --- |
| Current Employer(Including address**)** |  |
| Position/Job Title |  |
| Salary |  |
| Notice Required |  |
| Dates employed (from/to) |  |
| Main Duties and Responsibilities |  |
| Why you wish to leave? |  |

**PREVIOUS EMPLOYMENT**

 **(PLEASE CONTINUE ON A SEPARATE SHEET AND EXPLAIN ANY PERIOD NOT ACCOUNTED FOR)**

|  |  |
| --- | --- |
| Name of Employer |  |
| Position/Job Title |  |
| Main Duties/Responsibilities |  |
| Final Salary |  |
| Dates employed |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Name of Employer |  |
| Position/Job Title |  |
| Main Duties/Responsibilities |  |
| Final Salary |  |
| Dates employed |  |
| Reason for Leaving |  |

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**3. Personal Statement**

 (Please detail below how you meet each of the criteria set out in the person Spec included in the application pack. For each criteria; please give an example of how you have demonstrated that quality/ability from your personal/educational/professional history to evidence this)

|  |  |
| --- | --- |
| RHA is required to demonstrate fairness in its operations. To help us do this, please state if you are related to any of the Board of Management, or a member of staff, or anyone who has been in this capacity in the last 12 months  |  Yes  No  If yes please give details |
| Do you currently possess a full driver’s licence?   | Yes  No  |
| Have you a car available for use in connection with your work?  | Yes  No  |

**Rehabilitation of Offenders Act 1974**

Have you any criminal or motoring convictions (or pending proceeding other than spent convictions as defined under the Rehabilitation of Offenders Act 1974)?

For advice on spent convictions 

please contact Citizens Advice Bureau

If Yes please give details

**Data Protection Act 1998**

By signing the declaration below you are consenting to the Association using and keeping the information about you relating to your application and future employment. Data held will be retained for a 12 month period in the event of your application of being unsuccessful. If your application is successful the form will be retained and will form part of the Associations personnel records.

|  |
| --- |
| **4. DECLARATION** |
| **I understand that to the best of my knowledge the information given on this form is accurate, truthful and complete. I understand that the provision of false information may result in the termination of any contract of employment offered.** **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**5. REFERENCES**

Rhondda Housing Association requires a reference from your present or last employer, covering the last 3 years of employment. References will only be requested once an informal offer of employment has been made. Please indicate if we can take up references at this stage: **Yes/No**

Please give details of 2 referees from whom confidential enquires can be made (one should be your current or last employer)

**Reference 1.**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone No. |  |
| Relationship |  |

**Reference 2.**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone No. |  |
| Relationship |  |

Please give any details or times when you would **NOT** be available for interview if invited

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**The information in this section will be treated with the strictest confidence and will be separated from your application before it is short-listed.**

**JOB DETAILS**

|  |  |
| --- | --- |
| Position Applied For |  |
| How did you hear about the role | Choose an item. |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| First Name/s |  |
| Email: |  |
| Address |  |
| Date of Birth |  |
| National Insurance Number |  |
| Private Telephone No.and/or Mobile No. |  |
| Can we call you at work?If yes please supply the no. |  |

|  |  |
| --- | --- |
| Are you eligible to work in the UK? (we will require evidence of this on appointment) | Yes  No  |

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Equal Opportunities Monitoring Form

(Applicants)

Why we are asking you for this information.

Rhondda Housing Association is committed to recruiting and retaining a workforce that reflects our diverse communities. It is vital that we monitor and analyse diversity information so that we can ensure that we treat all staff and applicants fairly. Your cooperation enables us to make sure that we attract and retain a diverse and effective workforce. Any information on this form will be treated confidentially, in accordance with the Data Protection Act 1998 and will be used for statistical purposes only.

**1. How would you describe your ethnic origin?** (Please tick)

□ White □ Mixed/multiple ethnic groups

□ Asian □ Black/African/Caribbean

□ Gypsy or Irish Traveller □Arab

□Other, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□Prefer not to say

**2. How would you describe your national identity?** (Please tick)

□ British □ Welsh

□ English □ Scottish

□ Northern Irish □ Irish

□Other, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□Prefer not to say

**3**. **Are you:**

□ Female □ Male

□ Non-binary □ Prefer not to say

**4. Is your gender identity the same as the gender you were assigned at birth?**

□Yes□No □ Prefer not to say

**5. What is your age group?**

□ 16 - 24 □25 - 34 □35 - 44 □45 - 54

□ 55 - 64 □ 65 - 74 □ 75+ years □ Prefer not to say

**6a. Are your day-to-day activities limited because of a health condition or disability which has lasted, or is expected to last, at least 12 months?**

□ Yes, limited a lot □ Yes, limited a little □ No □ Prefer not to say

**6b. If you ticked ‘Yes’ above, please can you tick the relevant box(es) below. You are welcome to tick more than one box if appropriate.**

□ Deafness or hearing impairment

□ Blindness or vision impairment

□ Physical disability/ impairment or mobility issues

□ Learning disability

□ Learning difficulty, such as dyslexia

□ Mental health condition, such as depression or schizophrenia

□ Social/ communication impairment such as Asperger's syndrome/other autistic spectrum
 disorder

□ Long term health condition, such as cancer, HIV, diabetes, chronic heart disease or
 epilepsy

□ A disability, impairment or medical condition that is not listed above,

 please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prefer not to say

1. **Please say how you would usually describe your sexual orientation?**

□ Lesbian/ Gay Woman □ Gay Man

□ Bisexual □ Heterosexual

□ Other □ Prefer not to say

1. **What is your religion or belief?**

□ Buddhist □ Christian

□ Hindu □ Jewish

□ Muslim □ Sikh

□ Any other religion or belief, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ No religion

□ Prefer not to say

1. **Do you look after, or give any help to support family members, friends, neighbours or others because of either: long term physical or mental- ill health/ disability or problems related to old age?**

□ No □ Yes, 1-19 hours a week

□ Yes, 20-49 hours a week □ Yes, 50 or more hours a week

□ Prefer not to say

Reference Code:

**Dear Applicant**,

**Rhondda Housing Association** is aiming for equality of opportunity in its workforce and as far as is reasonable practicable wants to fulfil the requirements of the **Equality Act 2010** in relation to employment.

Consequently, if you are unable to complete an application form in the requested format please contact the **Corporate Services & HR Adviser** who will agree a more suitable way for you to apply, and, in special circumstances, extend the application deadline appropriately.

The Association also wishes to ensure that appropriate access and/or facilities are provided for anyone called to interview who, according to the Act, has a disability. Whilst there is a need to inform us of any specific requirements beforehand, we wish to take a positive action for people with disabilities and would appreciate your co-operation.

Consequently, if you require any facilities to enable you to compete on equal terms with other short-listed candidates, please complete the tear-off slip below and return it with your completed application form. Upon receipt, the information will be retained by HR staff before your application is forwarded for short-listing.

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**Please fill in this section and return it with your application form**.

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Post applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to compete on equal terms with other applicants for this post I require the following facilities:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equal Opportunities Policy**

Rhondda Housing Association abhors all forms of prejudice, discrimination, injustice and inequality. As an organisation committed to serving the communities in which we work, we aim to ensure equality of rights and treatment in all our activities.

We will strive to eliminate all forms of unfair treatment, and work to create equality of rights for all, regardless of :

|  |  |  |
| --- | --- | --- |
| * Gender
* Age
* Culture
* Race
* Creed
 | * Colour
* Religious Beliefs
* Ethnic or National Origin
* Sexuality
* Mental Health
 | * Physical Health
* HIV Status
* Disability
* Family Status
* Economic or Employment Status
 |

This policy will be actively pursued at all levels and in all the Association’s operations by establishment and enforcement of procedures to ensure equal rights in housing, care and support, employment, contracts and all other services and activities. This will include specific measures to :

* give support to victims and eliminate all forms of harassment, violence and other forms of unequal treatment.
* identify the needs of and give support to disadvantaged persons and groups.
* monitor and review the effectiveness of this policy.

Rhondda Housing Association will work with other agencies, organisations, community groups and individuals in our pursuit of equal rights for those we serve and employ. All representatives of the Association have a personal responsibility for adhering to and promoting this policy.

An expanded version of this Policy is available on request.

**General Data Protection**

**Privacy Statement**

Rhondda Housing Association takes your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to Rhondda Housing Association, 9 Compton Rd, Tonypandy, CF40 1BE.

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number), Employment history, Qualifications, Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

* Successful candidate’s data will be held under the company’s General Data Protection Policy details of which will be made available upon the offer of employment.
* Shortlisted candidates data will be held for a period of 12 months whereupon it will be confidentially destroyed.
* Unsuccessful candidate’s data will be held of a period of 6 months where upon it will be confidentially destroyed.

**Reasons We Share Personal Data**

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the company holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Rhondda Housing Association for the purposes stated.

Signed: ………………………………………………………………. Date: ………………………………….

Please send a copy of your signed GDPR Form to jobs@rhondda.org or by mail marked “Confidential” to the HR Team, Rhondda Housing Association, 9 Compton Rd, Tonypandy, CF40 1BE