

**APPLICATION FORM**

**CONFIDENTIAL**

**As an Equal Opportunity Employer we welcome applications from all sections of the community**

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| Please complete this form in **BLACK INK OR TYPESCRIPT** and b**y e-mail** to **e.gosling@HousingJustice.org.uk** |

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| --- | --- | --- | --- |
| Position applied for | | Publication/Source of vacancy | |
| Surname | Other names | | Title |
| Address | | | |
| Email | | Work telephone number | |
| Home telephone number | | Mobile telephone number | |

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| --- | --- | --- | --- |
| **CURRENT/MOST RECENT EMPLOYMENT** | | | |
| Name of organisation | Job Title | | |
| Date of appointment | Current/Final Salary (if any) | | |
| Period of Notice Required | Reasons for leaving | | |
| Is your present post your sole, regular employment? | | Yes | No |
| Please give a brief outline of responsibilities | | | |
| **Line Manager Details (We will not contact your current employer until we get your go ahead):** | | | |
| Name:  Job Title: | E-mail Address:  Tel. No: | | |

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| **PREVIOUS EMPLOYMENT (PAID OR UNPAID)**  Please use this section to outline in date order (starting with the most recent) details of your paid employment, volunteering activities and any other relevant activities. Where you have been employed by an agency outline the details of the agency as well as the placement(s).  **If successful a conditional offer will be made and at this point we will use the information below to take up references covering at least the last 5 years and/or at least 2 jobs (including your current/most recent employment). Please ensure that you provide full contact details in the appropriate column. We will only take up references once an offer of employment has been made and accepted by you.**  If there are any gaps in your employment/further study please ensure you clearly identify the dates and provide information that clarifies the situation (e.g. due to a period of homelessness, education, travelling, unemployment, parenting years). We will be flexible and request details from the services you used to validate the gaps. We reserve the right to approach any of your previous employers, and will specifically ask about disciplinary and attendance matters. Personal references (relatives or friends) will not be accepted. | | | | | | | |
| **FULL CONTACT DETAILS**  (For each employed/volunteering period – most recent first)  1] Name of Line Manager  2] Job Title  2] Company  3] E-mail Address  4] Telephone Number | **JOB TITLE AND RESPONSIBILITIES**  (State whether paid work or volunteering)  1] Brief description of main responsibilities  2] Use this column to explain the gap in your employment/volunteering history  3] Reasons for leaving | | | **DATES**  (Provide month and year, starting with the most recent). Please avoid entering the period in years. | | | |
|  |  | | | **From** | | | **To** |
|  |  | | |  | | |  |
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|  |  | | |  | | |  |
| Please explain any gaps in your employment history and give reasons | | | | | | | |
| **EDUCATION AND TRAINING**  Give details of Secondary Schools, Colleges, Universities or Institute of Further Education attended  **(You may be required to produce evidence of your qualification on appointment)** | | | | | | | |
| **NAME/NATURE OF ESTABLISHMENT**  (School, university, college etc.) | | **QUALIFICATIONS GAINED**  (Give details, including dates of any educational Certificates, Professional or other qualifications and training with standard obtained, if applicable) | | **PERIOD**  (List dates starting with the most recent) | | | |
|  | |  | | **From** | | **To** | |
| Full title of any professional body of which you are a member and state length of membership | | | | | | | |
| **TRAINING COURSES**  (Please provide details by listing any other relevant qualifications or courses attended (include non-certificate courses) | | | | | | | |
| **EXPERIENCE, SKILLS & INTERESTS**  Please list any additional skills or training you feel is relevant to this post | | | | | | | |
| **WHY THIS POST?**  Please outline below why you are interested in this post, and describe how your skills, knowledge & experience are applicable (please address each item of the Person Specification in order, noting the number you are addressing). ***Attach additional A4 sheet if necessary.*** | | | | | | | |
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| Are there any restrictions on your right to work in the UK? | | | Yes | | No | | |
| If yes, please state restrictions and the expiry date of any permissions. | | | | | | | |
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| --- | --- | --- | --- |
| Do you have a full driving licence? | Yes | | No |
| Do you have any current endorsements? | Yes | | No |
| Do you have use of a car? | Yes | | No |
|  | | | |
| **Data protection**  The General Data Protection Regulation 2018, which is in force from 25 May 2018, requires that we comply with certain principles for processing personal data, including protecting against unauthorised access of personal data. You are also provided certain rights in relation to any personal data that you disclose to us.  This application form, and any personal data that you provide as part of this application process, will be processed in accordance with Housing Justice Data Protection Policy and Employee/Recruitment Candidate Privacy Notice. You can understand more about how we process your data, and your rights, in these documents which are contained within the recruitment pack.  If you have any questions about how the data on this form will be processed or concerns about our data processing please contact our Data Protection Officer, Kathy Mohan, CEO at [K.Mohan@HousingJustice.org.uk](about:blank)  Please sign below, to give consent for Housing Justice to process the data that you have provided for the purpose of recruitment and selection.  You may withdraw your consent at any time by emailing our Data Protection Officer as per details above.  Applicant’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **DECLARATION**  The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. | | | |
| Signature: | | Date: | |

**PLEASE NOW GO ON TO COMPLETE APPLICATION FORM PART 2 – ADDITIONAL DETAILS**

**APPLICATION GUIDELINES**

Please read through the following guidelines, which will help you to complete your application

**Filling in the Application Form:**

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes. Always proof read before you send it.
* **If applying for several jobs, please address each point in Sections 1 & 2 of the person specification separately because none of the person specs are the same. You may photocopy Part 1 of the application form but please remember to indicate the relevant job title.**

**If you require acknowledgement of your application please follow the instructions below and note that unless you do this we cannot acknowledge receipt of your application:**

* When e-mailing your application form, you must activate a read receipt from your email account.

**Please note, Housing Justice welcomes applications from diverse candidates.**

* Criminal records will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the particular requirements of the job.

**Completing the Application Form:**

* Type or write clearly in black/blue ink
* **Please e-mail your application only to the addressee indicated on the application form.**
* Ensure you clearly state the **correct** **job title** on the application and in your email subject. Where these do not tally we may discard your application.
* Within’ Previous Employment’ section, always state why you have left a position. This may be checked.
* Always explain any gaps in work history e.g. travelling, maternity leave, periods of homelessness – we would like you to explain gaps so that unfounded assumptions won’t be made. Housing Justice recognises that personal experience of homelessness can make a very valuable contribution to our services.
* Where qualifications are essential criteria for a post this will be stated in the Person Specification (within the Job Description document) and proof of qualifications and membership of professional bodies will be asked for when we take up references.
* **When completing the ‘Why this post?’ section** of the application form consider the following:
* Applications will be assessed from the information you provide. Therefore you need to **clearly demonstrate your capabilities in relation to each of the criteria listed in the person specification**, taking in to account the job you are applying for.
* It is essential that **evidence or examples** are given of your experience against each appointment criteria. For example it is easy to say you have had to liaise with clients to identify and respond to their needs; it is more effective to give examples of how you have used these skills and what you have achieved. **If you have had experience of homelessness you can use this to support the information provided.**
* We look for people with **potential and transferable skills** rather than people who have worked in the same role or level before. If you are coming from a different background, demonstrate how your skills are transferable to the role you are applying for.
* Use **clear, concise sentences**.
* Don’t make false claims, **honesty** is always the best policy.
* Explain **why you are interested** in working for Housing Justice in this job.
* **Ensure you return your application in good time of the closing date and time. Any application received after the advertised date and time will not be taken into account in the selection process.**