



Guidance notes on completing your application form

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement of application that will decide whether or not you are shortlisted for an interview.

WHAT ARE SELECTION CRITERIA?

Selection criteria are the qualifications, experience and skills and the key competency areas and behaviours necessary to perform the requirements of the job and are listed in the role profile and person profile. The purpose of these selection criteria is to help us to recruit people more objectively and fairly. The selection criteria are an essential part of the recruitment process and will be used to decide who is selected for interview. The role profile and job profile should help you to match your abilities against our selection criteria. Please note that internal and external candidates are treated alike.

THE APPLICATION FORM

1. PERSONAL DETAILS

If you do not wish to be contacted at work, please indicate this on the form.

2. EMPLOYMENT AND WORK EXPERIENCE

Please give brief details of your post, i.e. the main duties and responsibilities of the post.

3. PREVIOUS EMPLOYMENT AND WORK EXPERIENCE

We need you to provide us with your full employment history including full postal addresses. We will contact some of those employers for a reference. Complete this section in date order, beginning with your most recent job. Any gaps in your employment history should also be explained. If you have been self-employed, then you will need to provide us with evidence to that effect. You will need to supply us with a letter from the Tax Office, or your Accountant, stating that you were registered as self-employed for the whole period in question. We are unable to offer employment to anybody who claims that they were self-employed, but who cannot provide evidence or proof of that.

4. EDUCATION

Give details of your schooling, starting with your secondary education. List qualifications gained, including further and/or higher. Provide details of membership and status of professional/technical bodies - include any trade qualifications relevant to the job. Where you have little or no work experience, you may be able to refer to your studies when looking to identify skills/abilities or knowledge.

5. TRAINING AND DEVELOPMENT

Give details of training courses attended where these may be appropriate to the post. Please continue on a separate sheet if necessary.

6. COMPETENCIES, KNOWLEDGE, SKILLS AND EXPERIENCE

This is your opportunity to tell us all about what you can do and what you know (whether it is gained through paid employment or via hobbies or life experience).

This is a vital part of your application, as it is here that we look to see that you can demonstrate an ability to do the job we are recruiting for.

Our aim is to get the best out of you, to help with this, there is a guide below to 'Our language' to explain our questions a little more:

Question 1: To us Equality and Diversity means ensuring all the different people in our community are able to access our service and participate equally. This means the different things we have to think about if the customer is disabled, doesn't speak English etc. It also means absolutely respecting people's differences even if they are at odds with your own beliefs.

Question 2: To us Good Customer Service means as it sounds, every customer should be given the level of service that we would expect to receive, is tailored to their needs and makes them tell their neighbours how good we are!

Question 3: When we do recruit we are not just looking for people with the right qualifications, we are also going to be looking at individuals that show a commitment to our values and our culture. You should use this section to highlight your strengths relating to our key competencies and behaviours.

Question 4: As part of a team you are responsible not only for your own performance but the performance of the team, you also need to be able to demonstrate to the business that your service is running well, to us this is what we mean by 'showing something is a success'

7. EMPLOYING PEOPLE WITH CRIMINAL RECORDS

In this section you will be asked to provide details of any criminal convictions that you have had or that are pending. We do not discriminate against ex-offenders, and if you have to give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you would be doing. Upon offer of employment we will request a Criminal Records Bureau Disclosure at Enhanced level. This includes detail of the following:

- Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer, relevant convictions in Scotland and Northern Ireland may also be included;
- Information from the Protection of Children Act List (PoCA);
- Information from the Protection of Vulnerable Adults List (POVA); and
- Information held by the DCSF under Section 142 of the Education Act 2002 of those considered unsuitable for, or banned from working with children.
- Any locally held police force information considered relevant to the job role, by Chief Police Officer(s).

Why do we do this?

We request this level of information if the nature of the post involves working with people under the age of 18 or over the age of 65, people suffering from serious illness or mental disorder of any kind, people addicted to alcohol or drugs, people who are blind, deaf or speech impaired and people who are substantially and permanently handicapped by illness, injury or deformity; work relating to leisure or recreational activities for people under the age of 18 if you would have access to people under the age of 18. Any customer facing or customer interacting role within Family Housing may involve access to the most vulnerable within the community and for this reason we request an enhanced disclosure to safeguard the safety and wellbeing of our customers. We also request this information if the role involves a high level of financial responsibility such as Chartered or Certified Accountant.

In all of these cases you should disclose any conviction whether spent or unspent.

Any information given will be kept confidential and used only in connection with the application.

We may withdraw an offer of employment if you do not give details in your application of previous unspent convictions or spent convictions where appropriate.

For further general information on the CRB check process and protocol please visit www.crb.gov.uk

8. THE DISABILITY DISCRIMINATION ACT (1995)

Under the Disability Discrimination Act, employers must:

- Make sure disabled people receive fair treatment when applying for jobs and while working for us.
- Make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work with us.

In order to do this we will need to ask questions about your disability, any details you provide will help us to help you. Any information you give us will be confidential.

Where you have special needs or require any adjustments to be made to enable you either to participate in the selection process, or to meet the requirements of the job, please indicate these to us to ensure we are able to give the support you require.

9. REFERENCE DETAILS

All offers of employment are subject to satisfactory references - it is, therefore, important that you complete this section. We may want to take up additional references from other previous employers of yours. We do not take references up with your current employer before you are offered a job. If you are currently employed or have previously been employed by Family Housing Association, references will be sought from your previous managers in all cases.

RECRUITMENT MONITORING FORM

Family Housing Association (Birmingham) Ltd values the diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all people within the community. All individuals can expect to receive equal access to employment, promotion and training as well as equal treatment in respect of all the services delivered by the Association.

This policy is based on the recognition that we live in and work in a diverse society in which everyone has individual abilities and needs.

We are working towards an environment where all employees, residents and service users receive equal treatment regardless of age, disability, race, sex, gender reassignment, sexual orientation, marital or civil partnership status, religion/belief or pregnancy/maternity status.

We ask you to assist us in monitoring our policies by completing the recruitment monitoring form.

The information provided will be treated in the strictest confidence and will only be used for statistical purposes, in accordance with the Data Protection Act 1998.

DECLARATION

It is essential that you sign the declaration. If you fail to sign the declaration your application will not be considered. Providing any misleading or false information to support your application, directly or indirectly, for an appointment will disqualify you, or if appointed may result in your dismissal.

APPLICATION FORM CHECK LIST

- Read through the application form so that you know exactly what information is required.
- Read through the role and person profile so that you know exactly what the job is and the skills and abilities required to do the job.
- Make a list of all your skills and experience. Talk about your strengths - not your weaknesses.
- Draft your statement of application, making sure that you fully address the selection criteria.
- Edit and revise your statement, keeping a copy of your final version.
- Check that you have signed the declaration and monitoring form.
- Return the form prior to the closing date, noting the reference number.

WHAT HAPPENS NEXT?

Your completed application will be used to decide whether or not you are selected for an interview. You will be contacted by phone if you have been short listed or by letter if your application has been unsuccessful.



Family Housing Association (Birmingham) Ltd

Job Application Form

Post Applied for:

Post Number:

Candidate Number:

(Candidate number will be completed upon receipt of application, this will be used for selection purposes)

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. CVs are not accepted. Applications received after the closing date will not be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE –
Please note this page will be removed for selection purposes.

Section 1: Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters		Numbers								Letter

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work? Yes No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Job Share Details
Are you applying on a job share basis? Yes No

Driving Licence – if relevant to post applied for.
Do you hold a full, clean driving licence valid in the UK? Yes No

Have you previously been invited for an interview with Family Housing Association? Yes No

If yes, please state position(s) applied for:

Section 2: Employment and Work Experience

Present Employment: (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Position Held:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3: Previous Employment

Previous Employment: Please include any previous experience, either paid, unpaid, or voluntary, starting with the most recent first.

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: **Date Finished:**

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: **Date Finished:**

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: **Date Finished:**

Summary of duties:

Reason for leaving:

Section 4: Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:	

Section 5: Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Section 6: Competencies, skills, knowledge and experience

Please give us an example of when you have taken Equality & Diversity into consideration when you have been carrying out work.

Give an example of your prior experience in Good Customer Service and how you ensured you exceeded the expectations of the customer.

Section 6: Competencies, skills, knowledge and experience

Based on your previous experience, tell us how you feel you meet or exceed the key competencies and behaviours of the role:

Tell us about a time when you have had to show something has been a success and how you did this.

Section 7: Employing people with a criminal record

Upon offer of employment we may request a Criminal Records Bureau Disclosure at Enhanced level *

*please refer to the accompanying guidance notes for further detail

Have you ever been convicted of a criminal offence, OR, received a Caution, Reprimand or Warning ?

Yes No

If 'yes' please give brief details below:

Nature of offence (s)

Date of conviction (s)

Please supply any information you feel is relevant to us carrying out a risk assessment regarding this conviction.

Criminal records are only taken into account when the conviction is relevant.

Section 8: Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act 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. **(See Guidance Notes).**

Do you consider yourself to have a disability which is relevant to your application?

Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes No

If yes, please give details:

Declaration

A. Relatives/Other Interests

Are you related to or do you have a close personal relationship with a Board Member(s) or employee(s) of Family Housing Association Ltd?

Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Association in the role for which you have applied?

Yes No

If yes, please detail on a separate sheet. **(See Guidance Notes)**

B. Statement to be signed by the Applicant

Family Housing Association (Birmingham) Ltd is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that Family Housing Association (Birmingham) Ltd is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I further declare that I have not omitted or falsified any facts or details which could have a bearing on my selection or appointment. I accept that any such omission or falsification may result in disciplinary action in line with company procedure.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date.)

Family Housing Association (Birmingham) Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

Feedback: If you are unsuccessful with your application and wish to obtain feedback, please contact kollis@family-housing.co.uk. your correspondence will be forwarded to the relevant manager.

Complaints: If you consider that the recruitment process was not conducted properly or you believe you were treated unfairly you should contact Jo Pearce on jpearce@family-housing.co.uk (Human Resources and Customer Services Manager)

OFFICE USE ONLY – (SHORT LISTING)

DATE	PRINT NAME	SIGNATURE

Family Housing Association - Recruitment Monitoring Form



This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

Candidate Number (HR monitoring only)

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background (please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background (please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background (please give details):

F. I do not wish to provide this information

Family Housing Association - Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself to have a disability? Yes No

If yes, please give details:

Religion/Faith/Belief

Christian

Jewish

Buddhist

Muslim

Hindu

Sikh

None

Other

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Sexuality: I would describe myself as:

Prefer not to say

Lesbian

Gay Man

Bi-sexual

Heterosexual

Media

Please state where you saw this post advertised

