

Private and Confidential APPLICATION FOR EMPLOYMENT

Please answer all questions and write clearly in black ink or type.

Post Applied For	
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Declaration - Data Protection

If you are successful in your application, we will use this information you have provided on this form for personnel record and payroll purposes.

I declare that to the best of my knowledge the information contained on this form is true and accurate. I further confirm that there are no matters, which could affect my application, which have not been declared.

I understand that the provision of false information could result in disciplinary action, which could lead to dismissal.

Signed		Dated	
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PERSONAL DETAILS

Surname			
Initials			
Address			
Postcode			
Daytime Contact Number			
Evening Contact Number			
E-Mail Address			
Do you hold a current full driving licence?	Yes		No

EQUALITY & DIVERSITY

Kingsridge Cleddans Housing Association welcomes applications from disabled candidates and offers a guaranteed interview to those who meet the essential criteria for the vacant post. Do you have a disability? (by this we mean a condition, which has a long term and substantial effect on your ability to carry out normal day to day activities)

Yes No

If yes, please detail any special requirements for attendance at interview.

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EDUCATION

SECONDARY SCHOOL QUALIFICATIONS (If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.)

Qualification	Subject	Grade

FURTHER AND HIGHER EDUCATION QUALIFICATIONS

Name of University/ College/Institute	Subject	Qualification

PROFESSIONAL QUALIFICATIONS

Name of Professional or Technical Association	Date of Membership	Status

OTHER EDUCATION/TRAINING

Please give details of any education or training you are currently undertaking (including non exam courses).

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RELEVANT EXPERIENCE

Kingsridge Cleddans Housing Association wishes to compare your experience, skills, and knowledge with its requirements. You should therefore **provide examples to support your answers** when demonstrating how you satisfy these. This does not have to be from paid work but can be from other experience.

	E = Essential D = Desirable	
Excellent customer care and communication skills; written, face to face and on the telephone.	E	
Ability to work well and flexibly within a team.	E	
Excellent interpersonal skills to deal with a range of customers, partners, contractors, colleagues, and Board members.	E	
Excellent ICT skills, including use of Microsoft Office; use of Word to draft emails, letters, and reports, use of Excel to present statistics.	E	
Knowledge/experience of SDM housing management software	D	
Ability to understand policies and procedures and communicate confidently with others.	E	
Demonstrable enthusiasm and commitment to work with customers face to face and on the telephone.	E	
Ability to exercise good judgement based on information from a range of sources.	E	
Previous relevant housing sector experience.	D	

Understanding of the role of the social housing sector and how Housing Association's work.	D	
Educated to HNC level or equivalent, or relevant experience.	D	
Willing to work to achieve a professional housing qualification.	D	
Evening and very occasional weekend work is a requirement of the post.	E	

OTHER INFORMATION

Please complete this section if there is anything else you would like to tell us about in support of your application.

REFERENCES

Please give the names of two referees who have knowledge of your work, one of whom should be your present employer. If you are currently not working, one referee should be your last employer. (Referees will not be contacted unless a job offer has been made to you).

Name and Address	Job Title	Contact Number
		Telephone: E-mail:
		Telephone: E-mail:

DECLARATION OF INTEREST

Kingsridge Cleddans Housing Association is able to employ close relatives of committee members or employees. If you are related to any committee member or employee of Kingsridge Cleddans Housing Association or anyone who has been employed in the last 12 months, please provide details below.

To the best of your knowledge, are you related to any past or present Kingsridge Cleddans Housing Association staff member(s), committee member(s), consultant, or contractor?	Yes		No	
	If yes, please give details			
Are You a Tenant/Owner/Sharing Owner of Kingsridge Cleddans Housing Association?	Yes		No	

CONFLICT OF INTERESTS

Do you have any business commitment which makes demands upon your time or which have the potential to represent a conflict of interest with the job you are applying for? If so, please give a brief description.	
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CANVASSING

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

NOTICE PERIOD

How much notice are you required to give your current Employer.	
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NOTE TO ALL APPLICANTS

- a) It is a requirement under section 21 of the Immigration, Asylum and Nationality Act 2006, as amended by s35 of the Immigration Act 2016, that an employer must confirm that all employees have permission to work in the UK. Shortlisted applicants will be asked to produce specific original documentation at interview to confirm their eligibility and should they be successful, they shall be required to provide this prior to appointment.

All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the following originals:

- b) Original of your current passport **or**
c) Birth certificate/marriage certificate **and** a document detailing your national insurance number - could be a letter from Her Majesty's Revenue & Customs, the Benefits Agency, a P45, a P60 or National Insurance Card.
- d) Do you currently have the right to work and live in the United Kingdom?

YES/NO (please delete as appropriate)

General Data Protection Regulation (GDPR)

I understand and agree that any information about myself that I have provided in the course of my employment and subsequent appointment at Kingsridge Cleddans Housing Association (KCHA) will only be used for the purposes of my employment and will only be shared with such persons and agencies as required by law or in accordance with KCHA's registration with the Information Commissioner's Office.

- Details of data held, and processing of that data, is contained within the Employee Fair Processing Notice
- A copy of any employee's Personal Data held by the Association is available upon written request by that employee from the Association's Director