



**EMPLOYMENT
APPLICATION**

**COLEBROOK
HOUSING SOCIETY LTD**

Colebrook Housing Society is committed to Equality and Diversity and welcomes applications from all sections of the Community

How to complete this form:

- Please either type or complete this form in your own handwriting
 - Please relate your answers to the Person Specification for the post you are applying for
 - Please answer every question as CV's will not be considered in our shortlisting process
- (Supporting evidence such as CV's, Certificates and Portfolios will be viewed at the interviews)

Equality and Diversity:

In order to ensure Colebrook Housing Society's continued development of its Equality and Diversity policy, Section 1 of this application form will be detached upon receipt and held separately until shortlisting has taken place.

Our Aims & Objectives are:

- ◆ To offer a wide range of housing options for supported housing by joint working with our partner agencies. Examples of the type of housing we offer are:
 - ★ **1 Bedroom Flats** ★ **Shared Houses** ★ **Floating Support** ★ **Short Term Accommodation** ★
- ◆ In addition to our Housing Services we also offer a range of flexible services to meet peoples support needs, for example:
 - ★ **Out of Hours Emergency Service 365 days a year** ★ **Drop Inn Service** ★
 - ★ **Volunteer Opportunities** ★ **Welfare and Benefits Advice** ★
 - ★ **Resident Training** ★ **Budgeting/Money Advice** ★
 - ★ **Community Development Work & Links** ★

We aim:

- ◆ To encourage empowerment and independence by promoting recovery through:
 - Offering practical support with daily living skills and promoting personal responsibility
 - Supporting people where relevant to share with others and encourage social skills by fostering mutual respect and tolerance
 - Enabling people to regain confidence, build self esteem and foster self help
 - Enabling people to improve their quality of life
 - Creating an environment where people have the input they want into how our services are delivered
 - Enabling people to make informed choices and recognise that enabling means taking some risks and sometimes making mistakes
 - Offering needs led integrated packages of support and to work from individual need rather than labels/diagnosis in a practical and helpful way offering a holistic approach
- ◆ To work with people who may have experienced social exclusion and enable them to have more control over their lives.
- ◆ Increasing access to other services by identifying and challenging barriers.
- ◆ To challenge discrimination, both internally and externally – we do not operate from a set of religious, social or political beliefs or any medical or psychiatric frameworks or preconceived theories about the people we work with.
- ◆ To value equality and diversity throughout the organisation with the people we support, our staff, volunteers and Management Committee. We emphasise and promote an inclusive approach from people with varying backgrounds and abilities.
- ◆ To value and ensure full, proper and most efficient use of resources, be this financial, human, physical and/or technical and to foster an open and honest approach.
- ◆ To identify service gaps with our partners and plan an active role in service development locally, taking into account the needs as identified by our stakeholders to ensure good partnership and joint planning.

COLEBROOK HOUSING SOCIETY

EQUALITY & DIVERSITY MONITORING

- Colebrook Housing Society operates a policy of Equality & Diversity throughout the organisation.
- To assist us in monitoring this policy we would be grateful if you would complete this form and return it with your application.
- This page of your application form will be detached immediately upon receipt and will only be used for monitoring purposes.

1. **Where did you see this job advertised?** _____

2. **Post Applied For:** _____

3. **Are You:** MALE / FEMALE

4. **Do You Consider Yourself To Be Disabled?** YES / NO

5. **What Is Your Age Group?** (please tick ✓)

25 and Under

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

56 – 65

<input type="checkbox"/>
<input type="checkbox"/>

26 – 39

Over 65

40 - 55

6. **What Do You Consider To Be Your Ethnic Origin?** (please tick ✓)

Black British

Black African Caribbean

Black African

Black Other

Asian Indian

Asian Other

Greek

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Turkish

Chinese

Black Irish

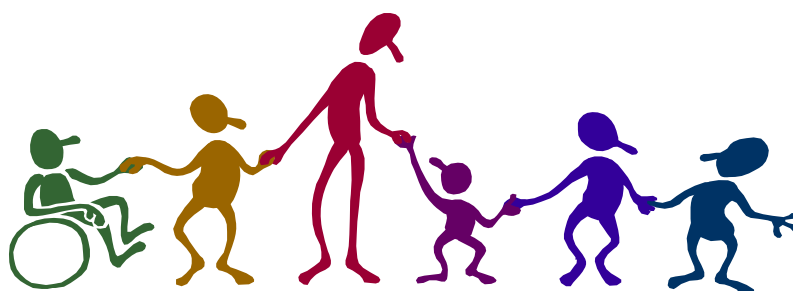
White Irish

White

White Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Other (specify): _____



SECTION 1 – PERSONAL DETAILS

Application Number:
(Office Use Only)

Post applied for: _____

Surname: _____

First name(s): _____ Date of birth: _____

Address: _____

Postcode: _____

Telephone numbers Home: _____ Work: _____

Mobile: _____ Email: _____

Can we telephone you at work? **YES / NO** (please note discretion will be used)

INTERVIEW ARRANGEMENTS:

Interviews will be conducted on the dates specified in the advertisement. If there are any specific times you cannot attend, please specify below:

You will be notified in writing shortly after the closing date if you have been successfully shortlisted to attend an interview. If you require any special facilities to attend an interview, please specify these below:

CRIMINAL CONVICTIONS:

Have you ever been convicted of any criminal offence, spent or unspent? **YES / NO**

If Yes, please give details on a separate sheet and attach this to your application in a sealed envelope marked 'Confidential'

- Please note that a criminal record will not necessarily exclude you from obtaining a position in the organisation
- In addition to references, every offer of employment will be subject to an Enhanced Disclosure from the Criminal Records Bureau

REFERENCES:

Our current policy is to seek references prior to interview. If you do not wish us to do this, please specify below. Satisfactory references must be received prior to the commencement of employment. One reference must be from your current or most recent employer.

Current or Most Recent EmployerSecond Referee

Name: _____

Name: _____

Position: _____

Position: _____

Organisation: _____

Organisation: _____

Address: _____

Address: _____

_____ Postcode: _____

_____ Postcode: _____

Tel no: _____

Tel no: _____

Relationship: _____

Relationship: _____

Contact prior to interview: **YES / NO**Contact prior to interview: **YES / NO****DECLARATION:**

If you are related to a Board Member, Employee, Volunteer or Resident of Colebrook Housing Society please state their name, the nature of the relationship and potential conflicts of interest below:

Are you entitled to work in the UK? **YES / NO**

If your employment is subject to a valid visa / work permit, please provide details below:

I confirm that, to the best of my knowledge, the information given in this form is true and correct and can be treated as part of any subsequent contract of employment. I accept that false and misleading information may result in my application being disqualified and if appointed, may lead to dismissal. I also understand that any offer of employment will be subject to satisfactory references and, if requested, a medical examination.

SIGNED: _____ **DATE:** _____

PRESENT OR MOST RECENT EMPLOYMENT:

Name and Address of Employer:

_____ Job Title: _____

_____ Current Salary: _____
_____ Notice Required: _____
_____ Post Code: _____ Date Employment Began: DD/MM/YYYY

Please outline your main duties and responsibilities: _____

Why do you wish to leave your present employment? _____

PREVIOUS EMPLOYMENT:

Employers Name and Address: _____
_____ Post Code: _____

Dates From: MM/YYYY To: MM/YYYY Job Title: _____

Nature of Work: _____

Reason for Leaving: _____

Employers Name and Address: _____
_____ Post Code: _____

Dates From: MM/YYYY To: MM/YYYY Job Title: _____

Nature of Work: _____

Reason for Leaving: _____

Employers Name and Address: _____

Post Code: _____

Dates From: MM/YYYY To: MM/YYYY Job Title: _____

Nature of Work: _____

Reason for Leaving: _____

Employers Name and Address: _____

Post Code: _____

Dates From: MM/YYYY To: MM/YYYY Job Title: _____

Nature of Work: _____

Reason for Leaving: _____

If you require additional space, please continue on a separate sheet (max. 1 side of A4)

DRIVING:

If you are applying for a position that requires you to drive, please complete this section:

Do you possess a current Driving Licence? **YES / NO**

Please give details of any endorsements: _____

Do you own transport that would be available for work? **YES / NO**

FOR OFFICE USE ONLY – Shortlisting Checklist

Shortlisting Date:	<i>DD/MM/YYYY</i>
Shortlisting Panel:	
Aspects of the person specification that have been met:	
Aspects of the person specification that were not met:	
Shortlisted For Interview?	YES / NO
Any issues to be raised at interview:	
Interview Date:	
Interview Time:	

Availability Checked:		
Interview Letter:	Ref:	Date Sent:
Reference (1) Present / Previous Employer	Name:	Date Sent:
Reference (2)	Name:	Date Sent:
Reference (3)	Name:	Date Sent: