

Information and instructions for Applicants

Please read this page carefully before completing the Application Form.

Instructions for Applicants

It is not possible to interview every applicant for every vacancy, therefore we draw up a shortlist of applicants to interview. The application form is important as it is used in all stages of the recruitment process. Please follow the guidelines below:

- Incomplete forms will not be accepted.
- Do not enclose a CV as we can only consider the information requested in the application form.
- Make your reasons for applying for the job as relevant as possible, using the Person Specification as guidance. Do not only look at work experience you have had, but also at experience you may have gained outside a work setting which may be useful.
- Do not include any attachments; these will not be considered and could lead to your application being discarded.
- Ensure that your referees include your present and previous employers. If this is not possible use people you have known in a professional capacity.
- If you have not heard from us within 10 days of the job closing please assume you have been unsuccessful on this occasion.

Completed application forms must be received by **9am on Monday, 16 July 2018**.

SHS Requirements

We make appointments to a role subject to the following considerations:

- full clean driving licence
- receipt of satisfactory references
- satisfactory health clearance where applicable
- satisfactory DBS check where applicable
- proof of eligibility to work in the UK

Please return to: Sutton Housing Society
Pat Shaw House, 13-19 Ventnor Road, Sutton, Surrey, SM2 6AQ
E-mail: info@shsoc.org.uk

Application Form – CONFIDENTIAL

Post Applied for: Community Housing Services Officer

Closing date: 9am on Monday 16 July 2018

Interview date: 23 & 24 July 2018

Please complete all questions; without this information it may not be possible to consider you for the interview.

1. PRESENT EMPLOYMENT

Present employer's
name and address:

Type of Business:

Job Title:

Period of notice required:

Salary :

Reason for Leaving:
(if applicable)

2. WORKING HOURS

5 days a week, Monday – Friday; 35 hours per week with actual working times to be agreed.

3. DRIVING LICENCE

A clean full driving licence & car is required for this post, do you hold one? YES / NO

Are you a car owner? YES / NO

4. PRESENT DUTIES AND EXPERIENCE

Your name _____

Please read the job description and person specification carefully and outline your experience and skills which make you suitable for this post. Do not include any attachments; these will not be considered and could lead to your application being discarded.

4. PRESENT DUTIES AND EXPERIENCE (Continued)

Your name _____

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to write their present duties and experience.

5. PREVIOUS EMPLOYMENT DETAILS OF YOUR LAST 10 YEARS

Start from the most recent, accounting for gaps in employment.

From/To	Employer Name and Address	Job Title	Reason for Leaving

6. EDUCATION AND TRAINING

From/ To	Full/ Part Time	School/ College	Examinations passed and qualifications obtained

7. MEMBERSHIP OF PROFESSIONAL BODIES/TECHNICAL INSTITUTES

8. MEDICAL CONDITIONS

Please give details of any medical condition past or present which may affect your work.

Please indicate number of days absent from work through sickness in the past 12 months

Duration _____ No. of occasions _____.

Please note employment may be subject to satisfactory health clearance.

Do you consider yourself to have a disability you would like to tell us about?

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day-to-day activities.

YES NO

If YES please give details and describe any adaptation or adjustment you consider an employer should make to accommodate you if you are appointed.

Are there any particular requirements that are necessary in order for you to attend the interview?

If you do not wish to answer the questions, your application will not be affected.

THE DATA PROTECTION ACT 1998 & General Data Protection Regulation

Please note that Sutton Housing Society holds personal and sensitive data about applicants and employees, including names, addresses, dates of birth, ethnicity, disability and other information. This data will initially be used to administer and review our recruitment and selection process. Thereafter, the information will be held and processed to enable you and Sutton Housing Society to comply with the obligations under your contract of employment. This information will only be made available to Sutton Housing Society and our professional advisers and can only be used for the purposes detailed. A copy of the data held on our computerised database will also be held by a third party as back up in the event of an emergency.

I have read the above statement and consent to the information given being held and processed for the purposes outlined.

Signed

Dated

9. REFERENCES

Please supply details of two referees, one of whom shall be your present/most recent employer or supervisor. Only in exceptional circumstances will personal references be accepted.

Occupation _____

Name _____

Address _____

Tel. No. _____

Occupation _____

Name _____

Address _____

Tel. No. _____

10. DECLARATION

The information I have given in this application (including the following three pages) is, to the best of my belief, accurate. I understand that false information could lead to termination of employment.

Signed

Dated

REHABILITATION PERIODS	
* Sentence ** of imprisonment between 6 months and 2.5 years	10 years
* Sentence ** of imprisonment of 6 months or less	7 years
Sentence of borstal training (abolished in 1983)	7 years
* Fines, Probation, Compensation, Community Service, Combination and Curfew Orders	5 years
Absolute discharge	6 months
Conditional discharge, Supervision orders/care orders or bind over	1 year or until the order expires (whichever is the longer)
Detention Centre order (abolished 1988)	3 years
Remand home order, an approved school order, or an attendance centre order	The period of the order and a further year after the order expires
Hospital order	5 years or a further 2 years after the order expires (whichever is the longer)

* These rehabilitation periods are halved for persons who are under 17 years of age when they were convicted.

** It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.

Offences committed whilst serving in the armed forces are treated as set out above. The following rehabilitation periods are for specific types of punishment, with these rehabilitation periods being halved for offenders under the age of 17 at the time of conviction.

For cashiering, discharge with ignominy, for discharge with disgrace	10 years
For simple dismissal from the service	7 years
For detention	5 years

Further convictions may extend the rehabilitation period.

If someone is convicted of a further offence during the period of rehabilitation, the Rehabilitation period of both offences is that of the one which expires later.

Cautions: These stay on a Criminal Record for 5 years, but are not convictions.

CONFIDENTIAL (NOT SEEN AT SHORTLISTING STAGE)

Please complete the questions below in BLOCK CAPITALS

PERSONAL DETAILS

Surname Mr/Mrs/Miss/Ms _____

First name(s) _____

Date of birth _____

Telephone numbers we may use to contact you:

Daytime _____

Evening _____

Address _____

Email Address _____

NI Number _____

CONFIDENTIAL (NOT SEEN BY INTERVIEW PANEL)

EQUAL OPPORTUNITIES INFORMATION

To help us monitor our Equality, Diversity and Inclusion policy and the effectiveness of our recruitment practices, we would like you to answer the following questions.

Please circle or tick as appropriate:

1. Are you Male Female

2. Date of birth Age

3. To which of these groups do you consider you belong? (Tick one box only)

(a) White: British Irish Other

(b) Mixed: White and Black Caribbean White and Black African
 White & Asian Other

(c) Asian or Asian British: Indian Pakistani Bangladeshi Other

(d) Black or Black British: Caribbean African Other

(e) Chinese or other Ethnic Group: Chinese Other

(f) Gypsy/Romany/Irish Traveller

(g) Prefer not to say

5. What is your religious belief?

Buddhist Catholic Christian

Hindu Muslim Sikh

No religion Specify other..... Question declined

5. How would you describe your sexuality?

Bisexual Gay man Heterosexual

Lesbian/Gay woman Other Prefer not to say

Transgender