

**Information and instructions for Applicants**

Because it is not possible to interview every applicant for every vacancy it is necessary to draw up a shortlist. The application form is therefore very important as it is used in all stages of the recruitment process.

Please note the following:

* 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 as these will not be.
* Ensure that your referees include your present and previous employers (where applicable). If this is not possible use people you have known in a professional capacity.
* Do not include references or testimonials.
* 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 midday on **31 January 2022**.

Thank you for your interest in Sutton Housing Society.

**SHS Requirements**

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

* full clean driving licence (where applicable)
* receipt of satisfactory references
* 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

SM2 6AQ

Or E-mail: hello@shsoc.org.uk

# Application Form – CONFIDENTIAL

**CV will not be accepted**

Post Applied for:

Closing date:

Interview date:

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

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| --- |
| 1. PRESENT EMPLOYMENT |

Present employer’s

name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if applicable)

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| 2. WORKING HOURS |

*5 days a week, Monday – Friday 9am – 5pm (35 hours with one hour lunch break)*

If this is not possible or if you would prefer another arrangement please specify your preference and reasons below. We will consider your preference but may not be able to accommodate it.

|  |
| --- |
| 3. DRIVING LICENCE |

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

*Are you a car owner? YES / NO*

|  |
| --- |
| 4. PRESENT DUTIES AND EXPERIENCE |

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.

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| 4. PRESENT DUTIES AND EXPERIENCE (Continued) |

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| 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 |
| --- | --- | --- | --- |
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| 7. MEMBERSHIP OF PROFESSIONAL BODIES / TECHNICAL INSTITUTES |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. DATA PROTECTION ACT 2018

As defined by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) Sutton Housing Society is the **Data Controller** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer (or equivalent).

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. For full information on the data stores and your rights as a data subject, please see our Privacy Statement.

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

Signed ………………………………………. Dated ………………………………….

|  |
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| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 10. DECLARATION |

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

Signed ………………………………………….. Dated …………………………………..

**Confidential (Not seen at Shortlisting Stage)**

**Rehabilitation of Offenders Act (1974)**

**Guide to Applicants for employment with Sutton Housing Society**

We require all applicants for employment with this Society to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974.

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become ‘spent’ after a ‘rehabilitation period’. A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period of time has passed since the date on which you were convicted (see table overleaf) the conviction becomes ‘spent’ and you are not normally obliged to declare the conviction when applying for a job.

However, a sentence of more than 4 years’ imprisonment can never become ‘spent’ and should be disclosed. Offenders subject to lifelong post-release supervision must inform Sutton Housing Society of their status.

If you are applying for employment which is not protected by the above Act, e.g. employment in connection with the provision of social services etc. or that involving access to persons under the age of 18 or over the age of 65, then even ‘spent’ convictions must be disclosed. In respect of Sutton Housing Society this includes employment in the following areas: Scheme staff, Housing Officers, Housing Services Manager, Community Engagement Officer, Asset Manager and Compliance Officer. On these posts we will always seek a ‘Disclosure’ from the Disclosure & Barring Service for the successful candidate and any offer of employment will be made subject to a satisfactory ‘Disclosure’. This system has been introduced under Part V of the Police Act 1997.

**Do you have any convictions or charges outstanding?**  YES  NO

If YES please give details below of any convictions or charges outstanding in respect of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction which is regarded as ‘spent’ it will be ignored, unless you are applying for employment to one of the posts listed above which is not protected by the Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Sentence |
|  |  |  |  |

A criminal record will not necessarily be a bar to obtaining a position with Sutton Housing Society. Failure to declare a conviction as outlined above may result in dismissal from the Society’s service.

Name…………………………………. ……. Post Applied for:

Signed ………………………………………. Date………………………………………….

On completion, please return this form with your completed Application. **It will be treated as confidential.** If you are applying for a post for which a Disclosure will be sought, you may send full details about anything which may be revealed by the Disclosure to the Chief Executive in a sealed envelope. This information may then be discussed with you at interview. Your explanation of events is vital.

|  |  |  |
| --- | --- | --- |
| **Sentence or disposal** | **Rehabilitation period if aged 18 or over when convicted or disposal administered** | **Rehabilitation period if aged under 18 when convicted or disposal administered** |
| • Sentence of imprisonment for life • Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years • Sentence of preventive detention • Sentence of detention at Her Majesty’s Pleasure • Sentence of custody for life • Public protection sentences\* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders) \*A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences. | These sentences are excluded from rehabilitation and so will always be disclosed | These sentences are excluded from rehabilitation and so will always be disclosed |
| A custodial sentence of over 2 years 6 months but not exceeding 4 years | 7 years from the date on which the sentence (including any licence period) is completed | 3 years 6 months from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of over 6 months but not exceeding 2 years 6 months\* | 4 years from the date on which the sentence (including any licence period) is completed | 2 years from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of up to 6 months\* | 2 years from the date on which the sentence (including any licence period) is completed | 1 year 6 months from the date on which the sentence (including any licence period) is completed |
| A sentence of service detention | 1 year from the date on which the sentence was completed | 6 months from the date on which the sentence was completed |
| Dismissal from Her Majesty’s Service | 1 year from the date of conviction | 6 months from the date of conviction |
| Fine | 1 year from the date of the conviction in respect of which the fine was imposed | 6 months from the date of the conviction in respect of which the fine was imposed |
| Community order or youth rehabilitation order | 1 year from the last day on which the order has effect | 6 months from the last day on which the order has effect |
| Driving endorsements | 5 years from the date of conviction | 2 years 6 months from the date of conviction |
| Driving disqualification | When the period of the disqualification has passed | When the period of the disqualification has passed |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional caution, youth conditional caution | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |
| Compensation order | On discharge of the order (i.e. when it is paid in full). Proof of payment will be required | On discharge of the order (i.e. when it is paid in full). Proof of payment will be required |
| Absolute discharge | Spent immediately | Spent immediately |
| Relevant orders\*\* (orders that impose a disqualification, disability, prohibition or other penalty) | The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent | The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent |

\*Suspended custodial sentences are treated the same as custodial sentences for this purpose. It will be the length of the sentence imposed by the court, not the period it is suspended for that dictates when it will become spent.

\*\*Relevant orders include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in the table.

**CONFIDENTIAL (NOT SEEN AT SHORTLISTING STAGE)**

**Please complete the questions below in BLOCK CAPITALS**

|  |
| --- |
| PERSONAL DETAILS |

Mr/Mrs/Miss/Ms

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone numbers we may use to contact you:

Daytime \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NI Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONFIDENTIAL (NOT SEEN BY INTERVIEW PANEL)**

**EQUAL OPPORTUNITIES INFORMATION**

To help us monitor our Equalities, 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 Other / prefer not to say

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  Indian  Pakistani  Bangladeshi  Other

Asian British:

(d) Black or  Caribbean  African  Other

Black British

(e) Chinese or other  Chinese  Other

Ethnic Group

(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