

Application form

CONFIDENTIAL



Can you help us achieve excellence for all?

Position applied for:

(1) PERSONAL DETAILS

Surname

First name

Mr Mrs Miss Ms

Address for correspondence (please include postcode)

Daytime telephone no

Evening telephone no

Mobile telephone no

Email address

Can we contact you at work? Yes No

National Insurance Number

(2) PRESENT OR MOST RECENT EMPLOYMENT

Name of employer/organisation

Address (please include postcode)

Job title

Date employed

From:

To:

Salary and other remuneration details

To whom immediately responsible

Brief description of duties

Reason for leaving (if applicable)

Notice required

(4) EDUCATION AND TRAINING

Date	School, College etc	Academic qualifications

Other skills

Which computer and word processing packages are you experienced in using? Do you have any other skills or knowledge which may be useful, bearing in mind the job brief? Please also include any further education or relevant training you have received.

Are you currently studying?

Yes

No

If Yes, where (e.g. College, University etc)

Course

Completion date

Other qualifications e.g. Degree, City & Guilds and/or Postgraduate

Date	Course title & College	Qualifications

Professional qualifications

Are you a member of a professional organisation?

Yes

No

If so, which?

What is your membership level?

(5) ARE THERE ANY DATES ON WHICH YOU WOULD NOT BE AVAILABLE FOR AN INTERVIEW?

(6) DO YOU HAVE A DISABILITY WHICH WILL REQUIRE SPECIAL PROVISION AT INTERVIEW?

Do you hold a full valid driving licence?

Yes

No

Do you own a car?

Yes

No

Are you known or related to any Director, Board Member or employee of the company?

Yes

No

If yes, please give details

(7) REHABILITATION OF OFFENDERS ACT 1974

Please give details below of any convictions or charges outstanding of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction, which is regarded as 'spent', it will be ignored.

(8) ASYLUM AND IMMIGRATION ACT 1996

Under the Terms of the Asylum and Immigration Act 1996 the Trust can only employ people who are entitled to work in the UK. In observing this Act the Trust will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage.

I confirm that I am entitled to work in the UK

Yes

No

(9) REFERENCES

Please give names and addresses of two referees, one of whom should be your present or immediate past employer. References will be taken up for successful candidates only. We will contact your references as soon as a verbal offer of appointment has been made.

Referee 1

Referee 2

EQUAL OPPORTUNITIES MONITORING FORM

The information provided on this form is not used to select applicants for jobs and all applicants are judged only on their ability to do the job for which they are applying. To check on the effectiveness of our Equal Opportunities Policy, we record the age, gender, gender identity, sexual orientation, ethnic origin, marital status, religious belief and any disability of people who apply to Halton Housing Trust for employment. To enable us to do this, we should be grateful if you would give the details about yourself which are requested below.

The information that you provide will be kept secure and separate from your job application form. It will not be made available to the initial selection panel. The information given will not be placed on your personnel file if you should be appointed. If you do not wish to answer this questionnaire, your application will not be affected in any way. We thank you for your co-operation.

1 Name

2 Date of Birth

3 Post applied for

4 Where did you see this post advertised?

5 Marital status

Single Married Living with partner
Divorced Separated Widowed

6 I am: Male Female

7 What is your sexual orientation?

Bisexual Lesbian Gay
Not willing to say Heterosexual

8 What is your gender identity?

Is your gender identity the same as the gender you were assigned at birth? Yes No

- If yes go to question 9

Do you live and work full-time in the gender role opposite to that assigned at birth? Yes No

Do you feel able to discuss your gender identity with colleagues at work? Yes No

Not willing to say Yes No

EQUAL OPPORTUNITIES MONITORING FORM cont...

9 What is your religious belief?

Buddhist Islam Not willing to say
Christian Sikh Other
Jewish No Religion _____

10 Which of the following best describes your ethnic origin?

White – British
Asian/Asian British – Indian
White – Irish
Asian/Asian British – Pakistani
White – European
Asian/Asian British – Bangladeshi
White and Black Caribbean
Asian/Asian British – Other
White and Black African
Black/Black British – Caribbean
White and Asian
Black/Black British – African
Mixed Other
Black/Black British – Other
Chinese
Gypsy/Traveller

11 Disability

Do you have a disability? Yes No

If yes please describe

Once completed please return this separately via email to recruitment@haltonhousing.org or by post to:

HR Team, Halton Housing Trust
Daresbury Point, Greenwood Drive, Manor Park
Runcorn WA7 1UG

PLEASE DESCRIBE HOW YOUR KNOWLEDGE, SKILLS AND EXPERIENCE MEET THE REQUIREMENTS OF THE ROLE YOU ARE APPLYING FOR. ALSO DESCRIBE HOW YOU FEEL YOU MEET THE COMPETENCIES FOR THE ROLE USING THE GUIDANCE PROVIDED.

If you cannot fit all of the information on this page, please use an extra sheet, making sure it is clearly marked and numbered. We ask you not to use more than one extra sheet (two sides).

- Please study the job description and knowledge, skills and experience required for this position and review your own knowledge, skills and experience. Please ask yourself if you possess the essential attributes and meet the criteria required.

Competency Based Application

- **Choose a relevant example from your own experience**

The example should preferably be from the last six months but definitely not older than a few years.
Not every example has to be work related.

- **Give an overview of the situation**

How did it arise?
What were the key stages?
What was delivered?

- **Describe your own contribution**

Be sure to be specific as to your own actions, where appropriate avoid talking about 'we'.

- **Discuss the results**

Were the objectives achieved?
What were the impacts of your own contribution?
What did you learn?

Please indicate with 1 or 2 examples (for each competency listed on the job description), how your past experience demonstrates your competency in the following areas of the Trust's competency framework to fulfil the role for which you are applying.

Competency	Example

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I declare that, to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer of employment is conditional upon the accuracy of this information. Falsification of your application may lead to withdrawal of our offer of employment or subsequent termination thereof.

Signed

Date

For internal candidates only:

Please sign below to confirm that your current manager has agreed your temporary release for a secondment opportunity and/or your manager is aware of your application for this role.

Signed

Date

DATA PROTECTION ACT 1998
The information given may be processed by computer and will be used for recruitment and selection purposes only.

**This document can be provided in large print, audio, electronic and Braille formats.
If you require this, please ring 0800 195 3172.**

This Application should be returned to
Halton Housing Trust, Head Office, Greenwood Drive, Daresbury Point, Manor Park, Runcorn WA7 1UG