

Job Application

Part 1 - Personal Details

To be completed by Castles & Coasts Housing Association:

Applicant Reference Number	
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Application for the Post of	
First Name	
Surname	
Address	
Town/City	
Postcode	
Telephone (day)	
Telephone (evening)	
Email	
Please state your preferred method of contact	

By applying for this job you are agreeing to us using and storing your personal data for the purposes of the recruitment you have expressed an interest in. For further information of Castles and Coasts Housing Association privacy policy please access the following webpage <http://castlesandcoasts.co.uk/privacy/>.

Part 2

Where did you first hear about this vacancy? Please select one of the options below:

<input type="checkbox"/> Cumberland News	<input type="checkbox"/> News & Star	<input type="checkbox"/> Times & Star	<input type="checkbox"/> Whitehaven News	<input type="checkbox"/> Evening Chronicle	<input type="checkbox"/> Evening Gazette
<input type="checkbox"/> The Journal	<input type="checkbox"/> Metro	<input type="checkbox"/> Sunday Sun	<input type="checkbox"/> Keswick Reminder	<input type="checkbox"/> Westmoreland Gazette	<input type="checkbox"/> Lancashire Telegraph
<input type="checkbox"/> IOSH	<input type="checkbox"/> Inside Housing	<input type="checkbox"/> RICS	<input type="checkbox"/> RTPI	<input type="checkbox"/> CN-Jobs	<input type="checkbox"/> Total Jobs
<input type="checkbox"/> Reed	<input type="checkbox"/> Find a Job (Jobcentre Plus)	<input type="checkbox"/> NW1 Jobs	<input type="checkbox"/> Fish for Jobs	<input type="checkbox"/> Jobsite	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Facebook	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Twitter	<input type="checkbox"/> North East Jobs	<input type="checkbox"/> Sector 1	<input type="checkbox"/> Guardian

If other (Please Specify) _____

Section A : Employment

We would like some details about your two most recent jobs

Details of your current or most recent job:

Employer	
Address	
Town/City	
Postcode	
Position held	
Date started in this position	
Date joined this employer	
Date left this employer	
If you are still employed, what is your notice period?	
Current/last salary	
Hours worked per week	
Other benefits	

Please describe your main responsibilities

Why are you seeking a new job?

Details of your previous job:

Employer	
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Address				
Town/City				
Postcode				
Position held				
Date started in this position				
Date joined this employer				
Date left this employer				
Current/last salary				
Hours worked per week				
Other benefits				
Please describe your main responsibilities				
Please explain your reason for leaving this job				
<i>We would like some information about your previous jobs – paid and voluntary work</i>				
Employer	From	To	Position	Salary

<i>Any offer of employment would be made subject to receiving satisfactory references. Please provide us with the names of two referees; one must be your current or most recent employer. We will inform you before contacting any of your referees and will only contact your current employer having offered you the position, subject to references.</i>				
Referee one				
Name				
Relationship to you				
Organisation				
Address				
Telephone				
Email				
Referee two				
Name				
Relationship to you				
Organisation				
Address				
Telephone				
Email				

Section B : Education and Training

We will ask to see evidence of any qualifications listed as essential in the Person Specification

Please outline any qualifications you hold, including those from school/college/university

Please give details if you are a member of a relevant professional body.

We are interested to find out about any new skills or knowledge you have learnt recently.

Driving

Do you hold a driving license which entitles you to drive in the UK?

☐ YES

☐ NO

Do you have a car available for work?

☐ YES

☐ NO

Section C : Guaranteed Interview Scheme

Castles & Coasts Housing Association has made a commitment to guarantee an interview to all job applicants with a disability who meet the essential criteria for the post. The Association defines a disability as a physical or mental impairment which has a substantial and long term adverse effect on an individual's ability to carry out normal day to day activities. To ensure that we meet this commitment, we invite you to answer the following questions:

Do you have a disability?

☐ YES

☐ NO

Are there any steps we can take to make it easier for you to attend the interview?

Section D : Suitability for the Post

You should have read the Person Specification for the post that details the experience, skills and attributes which the successful candidate will need to demonstrate. Please use this section to compare yourself against the Person Specification and describe why you are the right person for this job.

Describe how your personal qualities and skills will enable you to do this job.

How will your past experience benefit you in this post?

What are you looking for in a new job?

Section E : Declarations

Please answer the following questions and sign to confirm your responses.

Are you entitled to work in the United Kingdom? ☐ YES ☐ NO

Evidence of eligibility to work in the UK will be required if you are offered the post.

Castles & Coasts Housing Association is an equal opportunities employer and will not unfairly discriminate against you if you declare you have a criminal record. Criminal records are only taken into account when the conviction may be relevant to the job for which you are applying. Please inform us of any convictions which are not spent under the Rehabilitation of Offenders Act 2004 (as amended).

Do you have any unspent criminal convictions? ☐ YES ☐ NO

If yes, please give details.

Some Castles & Coasts Housing Association posts require an Enhanced Disclosure & Barring Service (DBS) check and are exempt from the Rehabilitation of Offenders Act 1974 (as amended). This will require the disclosure of all convictions. DBS checks will be carried out upon offer of employment.

If a DBS check is required, Castles & Coasts Housing Association will arrange and pay for this. The recruitment pack will confirm where this is the case. The question below should ONLY be answered if an Enhanced DBS check is required.

Do you have any criminal convictions? ☐ YES ☐ NO

If yes, please give details.

We need to know of any previous or current connections you have with Castles & Coasts Housing Association. These will not preclude you from seeking employment but we need to ensure fairness and transparency in the recruitment process.

Have you previously worked for Two Castles or Derwent & Solway Housing Associations, prior to the merger of these organisations to Castles & Coasts on 31st July 2017? ☐ YES ☐ NO

If yes, when did you leave?

Do you or any of your immediate family have any connections with Castles & Coasts Housing Association, its staff or its Board members? ☐ YES ☐ NO

If yes, give details

Are you a Castles & Coasts Housing Association resident, or related to a Castles & Coasts resident? ☐ YES ☐ NO

If yes, give details

'Are you aware of any business dealings between CCHA and any company, business, statutory or voluntary agency in which you or any close relatives are or have been involved in the past 12 months or any proposed dealings? (Close relatives being : persons related by blood or marriage, including step-parent, step-daughter, step-son. Spouse of any of these persons; co-habiting partner)'.

Do you or any of your close relatives have;

Membership of a campaigning residents' or community association which has interests in the business and/or operation of CCHA ☐ YES ☐ NO

Membership of another association or unregistered 'not for profit' body with interests in the area of operation of CCHA ☐ YES ☐ NO

Membership of secret societies or similar organisations ☐ YES ☐ NO

I declare the information provided in this application is correct to the best of my knowledge.

I understand that any false information may render an offer of employment invalid and lead to termination of employment or other disciplinary action.

Signed

Date

If you are returning this application via email please type your name in the signature box.

PART 3 - Equal Opportunities Monitoring Form

This form will be removed from the rest of the application prior to shortlisting.

We are committed to developing a workforce which reflects the communities it serves. In order to monitor this, applicants are invited to complete this form. The information is kept strictly confidential and is only used for monitoring purposes. This information will not be used as part of the selection process and is not seen by managers shortlisting for the post. All information use and storage will follow Data Protection legislation guidelines.

We strive to be an equal opportunities employer. However, Section 7 (2) (e) of the 1975 Sex Discrimination Act allows us to restrict certain posts to females or males.

1. Age Group

<input type="checkbox"/> 16–24	<input type="checkbox"/> 25–34	<input type="checkbox"/> 35–44	<input type="checkbox"/> 45–54
<input type="checkbox"/> 55–64	<input type="checkbox"/> 65 +	<input type="checkbox"/> Prefer not to say	

2. Please give your gender:

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Prefer not to say
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3. Do you identify yourself as:

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian/Gay	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
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4a. Do you consider yourself to have a disability?

☐ Yes ☐ No

4b. Are you registered disabled?

☐ Yes ☐ No

5. How would you describe your ethnic group:

<input type="checkbox"/> White-White British	<input type="checkbox"/> Black or Black British-Caribbean	<input type="checkbox"/> Asian or Asian British-Pakistani	<input type="checkbox"/> Asian or Asian British- Other	<input type="checkbox"/> Mixed- White and Black Caribbean	<input type="checkbox"/> Other Ethnic Group- Other
<input type="checkbox"/> White-White Irish	<input type="checkbox"/> Black or Black British-African	<input type="checkbox"/> Asian or Asian British-Bangladeshi	<input type="checkbox"/> Mixed- White and Asian	<input type="checkbox"/> Other Mixed Background	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> White-White Other	<input type="checkbox"/> Black or Black British-Other	<input type="checkbox"/> Asian or Asian British-Indian	<input type="checkbox"/> Mixed- White and Black African	<input type="checkbox"/> Other Ethnic Group-Chinese	

6. Which religion, if any, do you follow?

<input type="checkbox"/> Christian (all denominations)	<input type="checkbox"/> Sikh	<input type="checkbox"/> Islam	<input type="checkbox"/> Hindu	<input type="checkbox"/> Buddhist
<input type="checkbox"/> Jewish	<input type="checkbox"/> Other	<input type="checkbox"/> None	<input type="checkbox"/> Prefer not to say	

Thank you for taking the time to complete this form.

Please return the completed application form along with the equality and diversity monitoring form to:
recruitment@castlesandcoasts.co.uk