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| **APPLICATION FORM** | |
| **Closing Date for receipt of completed applications:**  **12noon, Friday 18th August 2017** | |
| Please complete this form as **accurately and fully** as possible, with reference to the Job Description and Person Specification provided. **Please read the Guidance Notes provided before completing your application. CVs will not be accepted.**  Please ensure sufficient detail is provided to **demonstrate how you meet the eligibility criteria. If the appropriate detail is not provided, e.g. length of experience, dates and examples, your application will not be considered.**  **Do not exceed the space provided on SECTION 6 –** additional pages or supplementary material will not be considered by the selection panel. | |
| **Application for the post of:** | **Ref. No. DOM-DLC-1-17** |

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| **SECTION 1: PERSONAL DETAILS (Please complete this section in block capitals)** | |
| **Surname/Family Name:** | **Initials:** |
| **Address:** | |
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|  | **Postcode:** |
| **Telephone No.:** *Home*  *Work* | |
| **Email:** | |
| **May we telephone you at work? YES/NO** | |
| **Do you require a work permit? YES/NO** | |
| **Do you have a full, current driving licence? YES/NO**  *(Will only be considered for relevant posts)* | |
| **Details of endorsement(s):** | |
| **Are you a car owner or do you have access to a vehicle/transport? YES/NO** | |

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| **SECTION 2: EDUCATION AND TRAINING**  ***List details of relevant qualification in REVERSE order starting with most recent first (i.e. professional qualification, degree, A levels, GCSEs or equivalent, and any other further qualifications). Please clearly demonstrate how you meet the advertised criteria. Only qualifications listed will be taken into account. At offer stage, candidates will be required to provide copies of certificates.***  **You may include an additional sheet for this section, if more space is required.** | | | | |
| **FROM**  **Month Year** | **TO**  **Month Year** | **TYPES OF EDUCATIONAL ESTABLISHMENT** | **TYPE & LEVEL OF EXAMINATIONS/SUBJECT TAKEN** | **GRADE** |
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| **Please give details of any training/relevant courses attended, with dates.** | |
| **COURSE** | **DATES** |
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| **SECTION 3: VOLUNTARY WORK**  **Please give details of any voluntary work undertaken.** |
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| **SECTION 4: EXPERIENCE**  **Present/most recent employment.** | |
| **NAME & ADREES OF EMPLOYER** | **PLACE OF WORK *(if different)*** |
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| **Postcode:** |  |

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| **Position held** |  | **Date appointed** |  |
| **Current hours of work** |  |  |  |
| **Current salary**  ***(must be completed)*** |  | **Leaving date**  ***(if applicable)*** |  |
| **Notice period required** |  |  |  |

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| **SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES:** |
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| **Reason for leaving/**  **wishing to leave** |  |

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| **Details of Previous Employment. Start with the most recent and work backwards (do not include present/most recent position).**  **You may include an additional sheet for this section, if more space is required.** | | | | |
| **NAME AND ADREES OF EMPLOYER** | **POSITION HELD AND BRIEF DETAILS OF KEY DUTIES** | **APPROX**  **SALARY** | **LENGTH OF SERVICE** | **REASON FOR LEAVING** |
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| **Why are you applying for this post?** |
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| **SECTION 5: GENERAL DETAILS** | | |
| **a) Are you related to any employee or Board member of Clanmil Housing Association Limited?** | | **YES/NO** |
| **If YES, please state who and the relationship:** | | |
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| **During clearance we seek references to cover a minimum of 3 years. If your current referees do not cover three years, we will approach past employers to cover at least this period.** | | |
| **b) Referees** | | |
| **1. Present/Most recent Employer**  (not a relative or personal friend) | **2. Another work related, academic or character referee** (not a relative or personal friend) | |
| **Name:** |  | |
| **Position:** |  | |
| **Address:** |  | |
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| **Telephone No.:** |  | |

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|  | **Please tick box if you do not wish us to contact your referees prior to an offer being made.** |

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| **SECTION 6: ESSENTIAL / DESIRABEL CRITERIA**  ***The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how they meet the criteria to be shortlisted for interview.***  ***Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.*** |
| **Essential Criteria 1. At least 6 months experience cleaning or undertaking a range of general housework duties in a work or home setting**. *Please provide specific details of how you meet this criteria in no more than 200 words*. |
| **Essential Criteria 2. Able to verbally communicate in the English Language with the client group.**  *Please provide specific details of how you meet this criteria in no more than 200 words*. |
| **Essential Criteria 3. Flexibility to work across both Homes, Giboney House and De La Cour House as and when required**. *Please provide specific details of how you meet this criteria in no more than 200 words*. |

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| **I declare that this information is accurate to the best of my knowledge.** | |
| **Incomplete applications may not be considered.** | |
| **Signed:** | **Date:** |