

Employment Application Form



Application for the post of:

e.g. Supported Housing Worker

Location of post:

e.g. Newark Tenancy Support Team

Your name:

Please complete this form in full, using black ink, and return to
**Human Resources, Framework, Ground Floor, Maville House, Beech Avenue,
Nottingham NG7 7LS.**

Application forms not fully completed may be refused.

Notes & Guidelines for Applicants

Thank you for your application.

The information given on the next two pages is to help you to make the most of your application.
Your application form begins after this.

It is important that we receive consistent information from all applicants, and that all information received directly relates to selection criteria. **We do not accept CVs.**

Please **do not attach open references or training certificates:**
these will not be read by those shortlisting.

The Recruitment Pack

Before you complete the application form, please read the enclosed information carefully:

- **Covering Letter**

This gives the basic details of our application procedure.

- **Job Description**

This contains specific details about the vacancy including its overall purpose and main duties and tasks.

- **Person Specification**

This sets out the selection criteria for the vacancy, i.e. the minimum skills and experience required (both essential and desirable).

- **Equal Opportunities Policy & Recruitment Monitoring Form**

This can be found at the back of this application form.

Completing the Application Form

Please complete **all** sections of the form and use **black ink**.

Section 1 - Personal Details

Please complete this fully - we will use these details to contact you.

2 - General Information

As a registered Social Landlord, Framework is governed by Schedule 1 of the Housing Act 1998, which states that anything that may cause a conflict of interest must be declared.

Please tell us if you have any relationship with one of our Board Members or employees or have worked for Framework before - or for Macedon or Nottingham Help the Homeless Association (which merged to form Framework in 2001) - in either a voluntary or paid capacity.

3 - Education & Training

Give details of your secondary and further education.

Please also give details of any other training you have completed or qualifications you have (or are studying for) which are relevant to this post.

4 - Membership

Please give us details of any professional bodies that you belong to.

5 - References

References will normally be taken up once a verbal offer has been made.

Referees must have direct knowledge of your work and must include your most recent employer. If you do not have a recent employer, references related to unpaid employment - for example voluntary work - may be appropriate.

If you are a school leaver or graduate, you may give names of lecturers/tutors/head teachers, and the name of any employer for temporary work or work experience.

Character references from relatives or friends are not appropriate. Please ensure that referees are able to respond promptly.

6&7 - Employment & Experience

Please include details of all previous employment, including any voluntary work. Information should be given in date order starting with the most recent. **Please do not attach your CV as a substitute.**

Please account for any gaps - if you do not do this you may be disqualified from the selection process. Time spent away from education and employment is often viewed positively - for example time spent caring for a dependent person can imply skills that might be relevant to supported housing.

8 - Convictions

Framework aims to promote equality of opportunity for all.

You must always declare any cautions/convictions for criminal offences.

All posts at Framework meet the requirements of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All checks are carried out in the strictest confidence and only made in connection with your application for employment and for no other purpose. Many of our employees have past criminal convictions.

9 - Disability

Please let us know if you have a disability or impairment which you feel has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

This information will allow us to make any reasonable adjustments. **Please send a note with your application form telling us of any specific assistance you will need at an interview.** Framework currently employs individuals with disabilities (e.g. dyslexia, hearing difficulty, sight impairment, chronic and critical illness).

10 - Medical Details

If your application is successful, Framework will require you to complete a more detailed health questionnaire so we can explore with you implications in terms of the Working Time Regulations and the management of medical conditions.

11 - Other Information in Support of Your Application

Please write your name and the title of the post for which you are applying on any additional sheet you attach.

Use this section to describe the specific skills, knowledge and experience you have which are directly relevant to the job description and person specification for the job you are applying for.

Read both the job description and person specification thoroughly before you complete this section. Use these to demonstrate clearly how your skills, knowledge and experience relate to that required for the job.

You must give actual examples to support your answer. Do not just tell us that you have the skills or can do the job - prove it!

Consider experience you have gained outside of work, i.e. through voluntary work or leisure interests.

We will make a decision about whether to offer you an interview based only on the information provided on your application form. We cannot make assumptions about your abilities - even if you already work for Framework or are otherwise known to us.

If you need more space, you are welcome to attach up to a maximum of one side of A4. This can be handwritten or word processed.

Reasons for Applying

The shortlisting panel are always particularly interested in the reasons for your application - ensure this section is completed.

12 - Data Protection

The information you provide will be used by Framework for the purpose of personnel administration and recruitment only.

By signing the declaration you are confirming that the information provided in your application is accurate and that any false statement or failure to disclose important information will render you liable to action, which may include dismissal.

Application Form

Section 1 - Personal Details

Surname

Title

Home address

post code

Home telephone no. *inc STD code*

Email

Do you have a current driving licence?

yes

no

Do you have your own car?

yes

no

Forenames

Date of birth

Correspondence address (if different)

post code

Work telephone no. *inc STD code*
(if we may contact you there)

Mobile telephone no.

National Insurance no.

Section 2 - General Information

Do you have any relationship with a Board Member or employee of Framework?

yes

no

If you answered yes, please provide details:

Name

Position held at Framework

What relationship are they to you?

Which department do they work in?

Have you previously been employed by Macedon, Nottingham Help The Homeless Association (NHHA) or Framework - either in paid work or as an unpaid volunteer?

yes

no

If you answered yes, please provide details:

Section 3 - Education & Training

Name of Organisation	From/Until	Qualifications/Level	Grade/Class
Secondary education	Mth/Yr		
Further education			
Other training			

Section 4 - Membership

Please tell us if you are a member of any professional organisation(s) relevant to this job.

Name of Organisation	Type of Membership & No.	Date Joined
e.g. CIPD	Graduate 123456	Since Sept 2000

Section 5 - References

Please give details of two referees, one of whom must be your current/most recent employer. References will only be taken up for the successful applicant after a provisional offer has been made.

Name		Name	
Job title		Job title	
Address		Address	
post code		post code	
Telephone no.	Fax no.	Telephone no.	Fax no.
Email		Email	

If either referee knows you by another name, please give it here:
Which referee does this apply to?

Section 6 - Present or Most Recent Employer (if any)

Name and address

Date started

Date left

Brief description of responsibilities

Salary/Wage

Notice period

Position held

Reason for leaving

Section 7 - Past Employment & Experience (paid or unpaid) since leaving full time education

From Mth/Yr	Until Mth/Yr	Job Title & Brief Responsibilities	Employer	Reason for Change

If there have been any gaps in your employment history, please account for them below

From Mth/Yr	Until Mth/Yr	Reason for gap

Section 8 - Convictions

Due to the nature of Framework's work, many of our posts are exempt from the Rehabilitation of Offenders Act 1974.

Have you ever been formally cautioned or convicted of any criminal offence?

yes no

If yes, please give details including when the caution or conviction was

Disclosure will not necessarily mean your application is rejected. Careful consideration is given to providing opportunities for ex-offenders to develop their work and skills towards their future careers.

As Framework meets the requirements of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Section 9 - Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? yes no

If yes, please give details

Section 10 - Medical Details

How many days have you had off work due to sickness in the last two years? days

Have you had any illness which may recur or which requires on-going treatment?

yes no

If yes, please give details

If you have had a period of absence from work (due to sickness) of more than one week in the last five years, please give details of this absence

Please note that an offer of employment may be subject to satisfactory health clearance following a medical examination.

Section 11 - Other Information in Support of Your Application

In order for us to decide whether to invite you for interview, please provide us with sufficient detail of any experience and skills, using actual examples, which demonstrate how you meet the requirements of this job, as set out in the person specification.

Please briefly give your reasons for applying for this post

Section 12 - Data Protection

The information detailed in this application form will be used for the purpose of personnel administration and legitimate issues relating to employment. Framework will observe the principles of the Data Protection Act 1998 at all times.

I confirm that the details I have given in this application are accurate. If my application is successful, I understand that any false statement or failure to disclose information where required to do so, will render me liable to action which may include dismissal.

Signed Date

Shortlisting & Interviews

After the closing date applications are shortlisted by at least two people. An assessment is made of how each applicant's skills, knowledge and experience relate to the criteria outlined in the person specification. Applicants who appear to meet these requirements most closely will be invited for an interview.

The purpose of interview is to find out more about the information provided by you in your application form in order to determine how well you meet the selection criteria.

All candidates will be asked the same questions, although supplementary questions may vary.

Due to an increase in the numbers of people applying for advertised posts and in the quality of applications, Framework has found it more and more difficult to make a selection decision based on an interview alone. As a result of this we have developed different mechanisms to make selection decisions, including service user interview panels, group work, testing etc. You will be informed of the selection process if you are successfully shortlisted. **This may require a full day's attendance.**

Candidates will be informed of the outcome of their interview as soon as possible.

Unfortunately, due to the large number of applications we receive **we are unable to notify candidates who are not shortlisted.** If you have not heard from us within four weeks of the closing date then please assume you have been unsuccessful.

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Nottingham
NG7 7LS

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i www.frameworkha.org

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Equal Opportunities Policy

Framework is committed to achieving equality of opportunity as an employer and as a provider of supported housing to homeless people.

We recognise that groups of people have been and continue to be discriminated against in employment, specifically in areas of ethnic minorities, gender and disability.

We recognise that homeless people and those who require supported housing face a range of obstacles in society. Homelessness is an aspect of social exclusion, which may be characterised by poverty, unemployment, lack of qualifications and experience, poor health and disconnection from supportive communities and networks.

Working with a wide variety of client groups and within diverse communities Framework is concerned to take positive action to tackle discrimination and prejudice and to take all positive steps to encourage a diverse work force and resident group.

It is our policy to ensure that candidates applying for employment, existing staff and volunteers, applicants for accommodation and existing residents will not receive less favourable treatment on the grounds of:

- Race
- Colour
- Ethnic origin
- Gender
- Sexuality
- Political or religious belief
- Age
- Class
- Responsibilities for dependants
- Disability
- Health status or appearance
- Any other unfair consideration

We are aware that equal opportunities is about good policies, procedures and practice throughout. This policy should inform all other policy and procedural documents and working practice.

We recognise that equal opportunities is also about attitudes. It is Framework's aim to ensure that discriminatory or oppressive language or behaviour is challenged at all times.

We therefore state publicly that we have, and will implement, an equal opportunities policy. The purpose of this policy is to ensure that the organisation practises equal opportunities by treating individuals fairly in service delivery, recruitment and other decision-making processes.

We are committed to tackling discrimination in all forms, including active and passive, direct and indirect discrimination.

Framework will make this statement available to all applying for housing, board membership, employment and contracts with the organisation.

Recruitment Monitoring

Position applied for (e.g. Supported Housing Worker)

Location (e.g. Newark Tenancy Support Team)

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes. **This will be removed before your application form is read for shortlisting.**

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 Census.

A White

- British
- Irish
- Any other White Background

B Mixed

- White & Black - Caribbean
- White & Black - African
- White & Asian
- Any other Mixed Background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

D Black or Black British

- Caribbean
- African
- Any other Black Background

E Chinese or other Ethnic Group

- Chinese
- Vietnamese
- Any other background

Recruitment Source

How did you find out about this job? Please specify the source or publication:

- | | |
|---|---|
| <input type="checkbox"/> Derby Evening Telegraph | <input type="checkbox"/> Careers Fair/Open Day |
| <input type="checkbox"/> Leicester Mercury | <input type="checkbox"/> Internal Advertisement |
| <input type="checkbox"/> Mansfield & Ashfield Chad | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Newark Advertiser | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Nottingham Evening Post | <input type="checkbox"/> Other, please specify <input type="text"/> |
| <input type="checkbox"/> Worksop Trader | |
| <input type="checkbox"/> Other Newspaper, please specify <input type="text"/> | |