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| **IN CONFIDENCE** |

**APPLICATION FOR EMPLOYMENT - PLEASE COMPLETE ALL SECTIONS**

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| **Personal Details** | |
| **Initial and Surname:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Daytime Telephone Number:** *(on which a message may be left)* |  |
| **Email Address:** |  |
| **Post applied for:** | Modern Apprentice (Customer Services) |
| **Application No:** *(for office use only*) |  |

Please return completed forms by email to:

[**tricia.bridges@glenoaks.org.uk**](mailto:tricia.bridges@glenoaks.org.uk)

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| **Closing Date: 5pm on Tuesday 5 December 2023** |

**Please note that this page will be removed from the application form prior to shortlisting**

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| **Secondary Education**  *(please list certificates gained showing subjects and highest level of pass)* | | | |
| **Subject** | | **Level/Award** | |
|  | |  | |
| **Further Education** | | | |
| **University/College attended** | **Course(s) and main subjects studied** | | **Qualifications obtained** *(please state highest level of pass, if applicable)* |
|  |  | |  |
| **Training Courses**  *(please give details of any relevant short courses or training undertaken)* | | | |
| **Course(s) undertaken** | | **Provider(s)** | |
|  | |  | |
| **Driving Licence**  *(delete as appropriate)* | | | |
| Do you possess a full current driving licence? | | **Yes / No** | |
| Do you have access to a car for work purposes? | | **Yes / No** | |
| Are you insured for business purposes? | | **Yes / No** | |

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| **Present or most recent post (paid or voluntary)** | | | |
| **Name and Address of Employer:** | |  | |
| **Date from:** |  | **Date to:** |  |
| **Position held:** | |  | |
| **Salary and other benefits/payments:** | |  | |
| **Notice required:** | |  | |
| **Reason for leaving:** | |  | |
| **Nature of current post:** *(please describe your main duties)* | | | |
| **Previous Employment or Voluntary Work Experience** | | | |
| **Name and Address of Previous Employer:** |  | | |
| **From:** *(month/year)* |  | **To:** *(month/year)* |  |
| **Position held:** |  | | |
| **Main duties:** |  | | |
| **Reason for leaving:** |  | | |

***Please continue on a separate sheet if necessary*Please describe how your experience, skills and knowledge would enable you to meet the requirements of this post. You should try to show evidence in this section of how you satisfy the criteria as defined in the attached Person Specification.**

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| **Relevant Skills / Experience**  *(E = Essential, D = Desirable)* | |
| ***Customer service*** | **E** |
|  | |
| ***Teamwork*** | **E** |
|  | |
| ***IT skills (e.g. Microsoft Office)*** | **E** |
|  | |
| ***Communication skills*** | **E** |
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| **Additional information** |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities, e.g. voluntary work, major achievements, or projects to date. |

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| **Referees** | |
| Please give details (including title and correct style of address) of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Glen Oaks Housing Association does not accept references from family members. ***Please note that referees will not be contacted prior to interview.*** | |
| **Referee 1:** | |
| **Name:** |  |
| **Job Title:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Telephone Number:** |  |
|  | |
| **Referee 2:** | |
| **Name:** |  |
| **Job Title:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Telephone Number:** |  |

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| **Disability** | |
| We are committed to the employment and career development of disabled people. To demonstrate our commitment, we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post at the shortlisting stage. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect their ability to carry out normal day-to-day activities.   |  |  | | --- | --- | |  | Please tick this box if you consider yourself to be disabled as defined by the Equality Act 2010 *(false declarations will subsequently invalidate any contract of employment)*. |   Please ensure that you fill out the Diversity and Equal Opportunities Form, which will be kept separate from the selection process. If short-listed, you will be asked at a later stage about any requirements for the interview. If you wish to discuss any concerns about your disability or request reasonable adaptations in relation to the job or the selection processes, please contact the Corporate Services Manager in confidence at **0141 620 2705** or email: [**martha.hutcheson@glenoaks.org.uk**](mailto:martha.hutcheson@glenoaks.org.uk) | |
| **Close Relatives** | |
| In terms of regulatory guidance, Glen Oaks Housing Association is not able to employ close relatives of current Board members or anyone who has served on the Board in the last 12 months. The Association may be able to employ close relatives of current employees. If you are related to any employee of Glen Oaks Housing Association, or anyone who has been employed in the last 12 months, please provide details: |  |
| Are you related to any consultant or supplier of Glen Oaks Housing Association? If yest, please provide details: |  |
| **Potential conflicts of interest** | |
| Do you have any business commitment which makes demands upon your time or which have the potential to represent a conflict of interest with the job you are applying for? If so, please give a brief description: |  |
| **Availability for Interview** | |
| Please indicate **if you are not available** on Tuesday 12 December | |
| **Notes for Applicants** | |
| **1. Rehabilitation of Offenders Act 1974**  The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the Act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview, you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is made.  **2. General Data Protection Regulation (GDPR)**  In accordance with the GDPR, the information you provide us with for the purposes of recruitment and selection shall be stored confidentially and disposed of confidentially after 6 months have elapsed.  **3. Immigration, Asylum & Nationality Act 2006**  The Immigration, Asylum & Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, pre-settled or settled status EU documentation, visa, birth certificate or any other document (or combination of documents) indicated by the Act.  **Do you currently have the right to work Yes / No**  **and live in the UK?** *(please delete as appropriate)*  **4. Confirmation of Qualifications**  The successful candidate after interview, subject to the verbal employment offer, will be required to provide evidence of their original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. | |
| **Declaration** | |
| |  |  | | --- | --- | |  | I have read the Guidance Notes and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. |   **Signed:**  **Date:**  **If you have returned your application by email, you will be asked to sign it if called for interview.** | |