

Reference:

For office use only

APPLICATION FOR EMPLOYMENT in confidence

PLEASE COMPLETE ALL SECTIONS ELECTRONICALLY – HANDWRITTEN FORMS AND CV'S WILL NOT BE ACCEPTED

The information you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and accurately as possible to enable your application to be given full consideration.

Please note that the first two pages of this form will not be shown to the shortlisting panel.

POST DETAILS

Post applied for: Project Surveyor

Closing date for receipt of applications:

APPLICATIONS RECEIVED AFTER THIS DATE WILL **NOT** BE CONSIDERED

PERSONAL INFORMATION

Title:	Surname:	First name(s):
Address for correspondence:		
Postcode:	Private tel no:	Mobile no:
Email address:		
Daytime tel no (on which a message may be left):		

EQUALITY ACT 2010

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below:

DISABILITY CONFIDENT SCHEME

As part of our commitment to Equal Opportunities, we have been awarded Disability Confident status for disabled candidates. In order for us to comply with our award, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria.

If you would like your application to be considered on this basis, please tick the box below.

I would like my application to be considered under the Disability Confident Scheme ☐ YES ☐ NO

REFEREES

Please give details of two referees. They should be qualified to comment on your ability and experience for this post and should include a referee from your current or most recent employer. Bridgewater Housing Association does not accept references from family members.

REFEREES WILL NOT BE APPROACHED PRIOR TO A CONDITIONAL OFFER BEING ACCEPTED

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel no:	Tel no:

ASYLUM & IMMIGRATION ACT 2006

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. 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, visa, birth certificate or any other document (or combination of documents) indicated by the act.

Do you currently have the right to work and live in the EU? ☐ YES ☐ NO

DATA PROTECTION ACT 2018

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data Bridgewater Housing Association holds about you.

Any information about how your data is used, and the basis for processing your data is provided in Bridgewater Housing Association's job applicant privacy notice.

Post applied for: Head of Housing Services

Reference:

For office use only

SECONDARY EDUCATION			
SCQF Level 5 e.g. National Award or equivalent	Grade	SCQF Level 6 e.g. Higher Grade or equivalent	Grade

FURTHER EDUCATION		
University or further education establishment	Course(s) and subjects studied	SCQF Level 8/+ e.g. Degrees, Diplomas, Certificates obtained

PROFESSIONAL QUALIFICATIONS	
Name of awarding body	Qualifications/membership of professional institute

TRAINING COURSES (details of any relevant short courses or training undertaken)	
Course(s)	Provider

IT SKILLS

Please detail your experience/skills/abilities and specify software

DRIVING LICENCE

Do you possess a full and current driving licence? ☐ YES ☐ NO

Do you have access to a car for work purposes? ☐ YES ☐ NO

Are/will you be insured for business purposes? ☐ YES ☐ NO

PRESENT OR MOST RECENT POST

Name and address of employer:

Date commenced:

Date to:

Salary & benefits:

Position held:

Notice required:

Reason for leaving:

Nature of post (please describe your main duties):

Please continue on a separate sheet if necessary

EMPLOYMENT HISTORY (list in order with most recent first)			
Name & address of employer:	From month/year	To month/year	Position held, main duties and reason for leaving:

Add rows as necessary

EMPLOYMENT WITH BRIDGEWATER HOUSING ASSOCIATION

Bridgewater Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore try to show in the following part of the form how you satisfy the requirements listed in the Person Specification. This does not have to be from paid work but can be from other experiences. The Selection Panel may consider candidates who do not meet all the requirements, therefore complete all sections as appropriate. Remaining aspects detailed within the Person Specification will be assessed through testing/interview stages.

Skills & Abilities

Experience/Knowledge

Values/Attitudes

Other requirements

ADDITIONAL INFORMATION
Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, and indicate how this will enable you to contribute further to this post.

RELATIONSHIP TO STAFF MEMBERS
If you are related to any employee of Bridgewater Housing Association or anyone who has been employed as a staff member or engaged as a supplier, consultant in the last 12 months, please provide details:

RELATIONSHIP TO BOARD MEMBERS
If you are related to a Board member of Bridgewater Housing Association or anyone who has been a Board member in the last 12 months, please provide details:

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.

CANVASSING
Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

CONFIRMATION OF QUALIFICATIONS
If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

ADVERTISEMENT SOURCE
Where did you see this post advertised?

DECLARATION

I have read this application form fully 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:

When completed this form can be returned by email to:

recruitment@bridgewaterha.org.uk

If shortlisted you will be asked to sign your application form at interview.

**PLEASE NOTE THAT THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS:
Monday 10 February 2025 at 12.00 Noon**