

Keniston Housing Association

Application form for employment as: Technical Officer

This application form is in two parts. Pages 1 and 2 are removed
prior to shortlisting.

For internal use only:
Ref number:

Please complete all sections of the form

in black or blue ink. Do not forget to sign the form on the back of the first page.

Name:					
Title:	Mr	Mrs	Miss	Ms	Other (please state)
Address:					
Post code:					
Phone numbers:			Home:		
			Work:		
			Mobile		
email address:					
Date of birth:					
Where did you see this vacancy advertised?					

Disability	Do you have a disability?	Yes	No
	If yes, please give brief details:		
	Are there any arrangements we could make on your behalf to enable you to attend an interview, and to help you do the job if appointed?		

Ethnic origin	Please tell us how you define your ethnic origin. Type "yes" against one definition only	
White:	British	Irish
	Other	
Mixed:	White and Black Caribbean	White and Black African
	White and Asian	Other
Asian or Asian British:	Indian	Pakistani
	Bangladeshi	Other
Black or Black British:	Caribbean	African
	Other	
Chinese or other:	Chinese	Other

State if question refused	Refused?
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Signature and Declaration

Please read and sign below after you have completed all sections of the application form

Privacy Notice

The information provided by you either on this form or subsequently as part of your employment with Keniston Housing Association will be processed in accordance with current applicable Data Protection legislation and will be used by Keniston to carry out its duties as an employer and to provide any work related assistance or support that you may require.

You should keep us informed if any of the personal details provided to us, change. If you would like any further information or if you should wish to make a request to view or update your information, please write to us at 13 Artington Close, Farnborough, Kent BR6 7UL or email us at enquiries@kenistonha.co.uk. You should also refer to our Data Protection Policy and our Privacy Policy on forms, for further information on how we treat, share, and dispose of your personal information together with your rights with regards your information held by us. A copy of these policies can be obtained by contacting us and can also be found on our website at www.kenistonha.co.uk.

By submitting this application form I give consent to Keniston Housing Association and its agents to the processing of my Personal Data (including Sensitive Personal Data) for the purposes of this recruitment. I authorise Keniston Housing Association (or its agents) to take up references if I am short-listed for interview or offered the post for which I have applied. I understand that any delays I may request in the seeking of references may prejudice my selection for, or confirmation of appointment to, the post. I understand that records of unsuccessful job applications will be retained by Keniston in paper and/or electronic format for at least six months after the post has been successfully filled. I acknowledge that Personal Data collected on me will be processed in accordance with the Data Protection Act 1998.

I understand that some positions require a Disclosure Barring Service ("DBS") check relating to any criminal history I may have. Where this applies it will be stated on the job information/job description sheet for the post applied for and I will co-operate promptly with the application if one is required. Applicants will not necessarily be prevented from employment with Keniston because of a previous conviction, but the decision will depend on the circumstances.

I understand that providing false information will be treated very seriously. If I am appointed because of this application, I acknowledge that any false information provided could result in the termination of my employment with Keniston.

I declare that the information given in all sections of the form is correct to the best of my knowledge.

Signature:		Date:	
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Position applied for	Job title:	Technical Officer		
	On what basis are you applying for this post? (Delete those which do not apply.)	Full time-	Job share	Part time

Present or most recent employment	Job title:			
	Employer's name and address:			
	Summary of key responsibilities:			
	Date started:		Date ended (if applicable)	
	Current or most recent salary:	£		

Previous employment	Start with your most recent before the above. Continue on a separate sheet if you need to. If you have a printed summary of all the details required, you may attach a copy instead of completing this section.		
	Starting and leaving dates	Name and address of employing organisation	Job title and brief description of duties

Education	Please list secondary schools, professional courses, colleges, universities, and any other educational bodies, together with the qualifications gained. You may also add details of any significant training programmes attended if you feel these are relevant to the post. Please note that evidence of qualifications may be requested. Please start with most recent.	
Starting and leaving dates	College, school or similar	Qualifications gained

Driving	Do you hold a current driving licence?	Yes	No
	Do you own a car that you would be prepared to use and insure for work purposes?	Yes	No

Availability	If appointed, how long a period of notice would be needed before you would be available to start work?
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Further information	Is there any other information you wish to include in support of your application?
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References	Please give the details of two referees, one of whom should normally be your present or most recent employer. All referees must know you in a professional or business capacity; personal references from relatives or friends will not normally be accepted. Keniston reserves the right to approach any of your previous employers and will ask about absence and disciplinary issues. References will not usually be taken up prior to interview.	
Can Keniston contact your referees without further reference to you?		Yes/ No
Reference 1		
Name:		
Position in organisation:		
Employer's, business, or organisation name:		
Email:		
Telephone number:		
Reference 2		
Name:		
Position in organisation:		
Employer's, business, or organisation name:		
Email:		
Telephone number:		
In what capacity do you know this person?		

Declaration of interest	Are you related to an employee of Keniston or a member of its Board?	Yes No
	As far as you are aware, do you have any direct or indirect financial or personal interest in Keniston Housing Association? (You should declare any financial interest in any organisation which sells or receives goods or services to or from Keniston.)	Yes No
	If you have answered "Yes" to either of these questions, please explain:	
	Are you a tenant of Keniston Housing Association?	Yes No

When you have completed all sections of the application form, please return to page 2. You should read the declaration and sign the form before sending it to Keniston.

Please also attach a supporting statement (500-1000 words) which should describe how you meet the requirements of this position and why you want the job.

Please note that we will only be able to contact shortlisted candidates.

Keniston Housing Association

Email Recruitment – recruitment@kenistonha.co.uk

Keniston is a member of the National Housing Federation; registered with the Homes and Communities Agency number L1965; registered as an Industrial and Provident Society number 19475R with charitable status.