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 **Housing Administrator**

Application form

September 2021

**All applicants are requested to complete the application form fully and the Association’s Equality Data Form.**

**We do not accept CVs.**

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**Personal Details**

Name:

Address:

**Contact Details**

Telephone (Landline):

Mobile :

Email:

\*Please indicate which is your preferred method of contact

Please note that this page will be removed from the main body of the Application Form prior to it being assessed.

***(For Office use only) Ref:***

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**Section 1. Current / Most Recent Employment**

**Please list your most recent / current employment history:**

If you are currently unemployed please let us know and use the sections below to provide your employment history.

|  |  |  |
| --- | --- | --- |
| **Period of Employment**  | **Company Name**  | **Address** |
| **From:****To:** |  |  |
| **Job Title:**  | **Salary: £** |
| **Responsibilities:**  |
| **Reason for Leaving:**  |

**Section 2 – Previous Employment**

Please start with the most recent First

|  |  |  |
| --- | --- | --- |
| **Period of Employment**  | **Company Name**  | **Address** |
| **From :****To:** |  |  |
| **Job Title :**  | **Salary: £** |
| **Responsibilities:**  |
| **Reason for Leaving:**  |  |

**Please add previous employments:**

|  |  |  |
| --- | --- | --- |
| **Period of Employment**  | **Company Name**  | **Address** |
| **From :****To:** |  |  |
| **Job Title :**  | **Salary: £** |
| **Responsibilities:**  |
| **Reason for Leaving:**  | **Notice Period:**  |

**Please add previous employments:**

|  |  |  |
| --- | --- | --- |
| **Period of Employment**  | **Company Name**  | **Address** |
| **From :****To:** |  |  |
| **Job Title :**  | **Salary: £** |
| **Responsibilities:**  |
| **Reason for Leaving:**  |  |

**Please add previous employments:**

|  |  |  |
| --- | --- | --- |
| **Period of Employment**  | **Company Name**  | **Address** |
| **From :****To:** |  |  |
| **Job Title :**  | **Salary: £** |
| **Responsibilities:**  |
| **Reason for Leaving:**  |  |

**Section 3. Education and Training**

**Please list your most relevant education and training history:**

School / College / University:

Date attended (From):

Date attended (To):

Qualification Type:

Subject / Qualification Name:

Grade / Level Achieved:

Date Achieved:

**Add Education and training**

School / College / University:

Date attended (From):

Date attended (To):

Qualification Type:

Subject / Qualification Name:

Grade / Level Achieved:

Date Achieved:

**Add Education and training**

School / College / University:

Date attended (From):

Date attended (To):

Qualification Type:

Subject / Qualification Name:

Grade / Level Achieved:

Date Achieved:

**Add Education and training**

School / College / University:

Date attended (From):

Date attended (To):

Qualification Type:

Subject / Qualification Name:

Grade / Level Achieved:

Date Achieved:

**Section 4. More About You**

4.1 In the Role Profile we have detailed the purpose and accountabilities of the role.

Please give examples of from your *skills and experience*, on how you would meet these accountabilities.

4.2. Using the Person Specification as a guide, please detail how you meet the essential requirements of the role giving examples where possible.

4.3 We welcome applications from people of faith and none, however our Christian ethos is important to us. Explain how you think you would reflect and empathise with this through this role.

**Section 5. References:**

Please provide two referees, at least one of whom must be an employment referee.

**Referee 1:**

**Name**

**Organisation**

**Job title**

**Address**

**Email address**

**Referee 2:**

**Name**

**Organisation**

**Job title**

**Address**

**Email address**

**Section 6. Additional Information**

**6.1 General Information**

Do you hold a valid driving licence? **Yes/No**

Do you have daily use of a vehicle? **Yes/No**

**6.2 Right to work in the UK**

It is a criminal offence for us to employ illegal migrant workers and therefore we must ensure all staff have an ongoing entitlement to work in the UK. In the event you are offered employment you will be required to produce specific original documents before you start work.

Are you authorised to work in the UK as either a citizen or by holding a valid permit to work in the UK? **Yes/No**

**6.3 Criminal Convictions and or Civil Injunctions**

The Rehabilitation of Offenders Act 1974 states that certain convictions shall be “spent” after a certain period of time.

Do you have any criminal convictions that are not yet “spent” under the Act, including any pending charges?

**Yes/No**

**If yes please specify**

We use the Disclosure and Barring Service (DBS) to obtain information to enable us to assess the suitability of applicants and post holders for employment for roles working with vulnerable groups or in positions of trust. This role may therefore be subject to a DBS check, and if applicable will be obtained at offer stage.

**6.4 Connections to Aelwyd Housing**

Are you related to, or do you have, a close relationship with a member of staff , contractor or a member of Aelwyd’s Board of Management? **Yes/No**

 **If yes please specify**

Are you a Resident/service user of Aelwyd? **Yes/No**

**If yes please specify**

Are you related to a resident / service user of Aelwyd? **Yes/No**

**If yes please specify**

**Section 7.Shortlisting and Interview**

It is currently anticipation that interviews may be held via an Online platform such as zoon,

however if possible they may be held in person at Our Head Office in Morganstown, Cardiff.

7.1 If shortlisted, are you available to attend the interview/assessment on the Tuesday 19th October 2021? **Yes/No**

**If no please provide further information below**

7.2 If you are shortlisted for interview do you have any special requirements that you would like us to consider / accommodate? **Yes/No**

**If yes please detail below:**

**Section 8. Declaration**

I declare that the information provided in this application is, to the best of my knowledge and belief, correct and complete.

I understand that providing false information or deliberately omitting any material facts or information may result with withdrawal of any job offer or summary dismissal.

I also understand that any offer of employment will be subject to satisfactory written references covering identity checks, medical questionnaire and possibly a Disclosure and Barring Service check.

I agree with the above **Yes / No**

**Name:**

**Signature:**

**Date:**

**Please return this completed form, and the Equality Data form, preferably by email to** **joanm@aelwyd.co.uk** **by 9am on Friday 8th October 2021**

**Alternatively, please post to:**

**Private & Confidential, F.A.O. Director of Housing & Communities.**

Aelwyd Housing Association,

Ground Floor,

9 Ty Nant Court,

Morganstown,

Cardiff.

CF15 8LW