Office use only
Date received:
Ref:

APPLICATION FORM
PRIVATE & CONFIDENTIAL

The information that 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 as accurately as possible to enable your application to be given full consideration. Please note that CVs will not be accepted.

Please note that the first 3 pages of this form and The Equal Opportunities monitoring form **will not** be shown to the shortlisting panel. The Equal Opportunities monitoring form will be removed for monitoring purposes before shortlisting by an administrator (non-panel member) and will not affect the consideration of your application.

Post Applied for: Housing Services Manager

Closing date for receipt of applications:

Applications received after this time will not be considered.

Personal Details	
Surname:	First Name(s)
Address (including postcode):	N.I. Number:
Home telephone no:	Work telephone no:
Mobile telephone no:	May we contact you at work? Yes/No
Email address:	

Assistance for people with disabilities
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?
As part of our commitment to Equal Opportunities, we have been awarded Disability Confident Committed 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.

References

Please give the names, positions and addresses of two referees, both of whom should be the most senior person within the organisation and one of whom should be your current or most recent employer. Referees will only be contacted if you are successful and recommended for employment.

1st Referee		2nd Referee	
Name		Name	
Position		Position	
Address		Address	
Telephone		Telephone	
Email:		Email:	

Immigration, Asylum and Nationality Act 2006

It is unlawful to employ someone who does not have the right to reside and the appropriate right to work in the UK or who is working in breach of their conditions of stay. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document (or combination of documents) indicated by the Immigration (Restrictions on Employment) Order 2007 (as amended) which we will copy and retain or alternatively, a satisfactory response from the Home Office online right to work checking service confirming that you are entitled to undertake employment in the United Kingdom.

Rehabilitation of Offenders Act 1974

If you have previously been convicted of any criminal offence that is regarded as unspent in terms of the Rehabilitation of Offenders Act 1974, you will be asked to disclose this information upon appointment. All successful candidates will be asked to complete a self-declaration upon appointment.

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.

Declaration

You confirm that the details you have supplied are, to the best of your knowledge, true and accurate. You accept that false information or the withholding of relevant information may disqualify your application, or if appointed, result in dismissal without notice or pay in lieu of notice.

The personal information provided within this form will be handled and used by us in accordance with the “How We Will Use Your Personal Information (Employment Applicant)” statement available with this application form. Please read that statement carefully before completing your application form. By submitting your application form to us, you confirm that you accept the content of that statement.

Signature:

Date:

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Secondary Education (Please list subjects passed)

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

Further Education

University or College	Course(s) and subjects studied	Qualification(s) obtained	Date Achieved

Professional Qualifications

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution, etc	Date Awarded

Training Courses (please give details of any relevant short courses or training undertaken)

Course(s) or training undertaken	Provider(s)	Date completed

Computer skills

Please detail your experience:

Driving Licence

Do you possess a full current driving licence?	**YES / NO** (please delete as appropriate)
Do you have access to a car for work purposes?	**YES / NO** (please delete as appropriate)
Are you insured for Business purposes?	**YES / NO** (please delete as appropriate)

Current or most recent employment

Name and Address of Employer	Date from:		Date to:	
	Position Held:			
	Salary and other benefits/payments:			
	Notice Required:			
	Reason for leaving:			
Nature of Post (Please describe your main duties):				

Previous employment (please list in date order, with most recent first)

From Month\Year	To Month\Year	Name and address of previous employer	Post held, main duties and reason for leaving

Please continue on a separate sheet if necessary.

Supporting Evidence of Meeting Rosehill's Requirements

Rosehill wishes to compare your experience, skills and knowledge with its requirements (as detailed within the Person Specification for this post). The information provided helps form the basis by which candidates will be selected for interview. Therefore, you should clearly demonstrate how you satisfy each of the requirements. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates, who do not meet all the requirements, therefore please complete all sections as appropriate.

Essential	
Experienced in leading and managing teams	
Experienced in policy development and review	
Experienced in developing and delivering housing management and associated strategies to meet corporate and service objectives.	
Experience of developing effective performance management systems and driving improvement	
Sound knowledge and understanding of legal, regulatory and governance requirements within the Social Rent Sector, and up-to-date with key Sector related issues/matters	
Ability to actively and effectively contribute to the Management Team and bring new ideas	
Ability to contribute effectively at a strategic level including making a substantial contribution to business planning	
Ability to develop and embed strategies for risk and value for money	
Ability to deliver change and new ways of working	

Ability to act decisively and respond rapidly to operational situations with certainty and confidence	
Ability to build constructive working relationships within team, with colleagues and Management Team	
Effective leadership, coaching, mentoring and motivational skills	
An effective communicator, and ambassador, with good report writing and presentation skills and the ability to communicate complex information clearly, to various audiences within and beyond the organisation.	
Committed to meaningful tenant scrutiny, involvement and consultation	
Committed, flexible and adaptable approach to work requirements.	
Commitment to ethos of social housing and Rosehill's values, including equalities and diversity.	
Prepared to attend meetings and training out with office hours.	
Desirable	
Experience of working, at a relatively senior level, with Committees or Boards	
Knowledge and understanding of procurement	

Additional Information

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

Declaration of Interests	
Are you are related to any employee of Rosehill Housing Co-operative or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months? Yes/No	If Yes, please provide details:
Are you related to a Committee member of Rosehill Housing Co-operative or anyone who has been a Committee member in the last 12 months? Yes/No	If Yes, please provide details: