

**Application for Employment**

* This form must be completed in full. A CV will not be accepted as a substitute.
* Please refer to the Job Description to check if an Occupational Requirement applies to the post.
* Type your application, if possible and return it by email. If you post it please ensure the correct postage is used. (You may need a large stamp).

|  |  |
| --- | --- |
| Application for the post of: | Project / Reference:  |
| Family name: | First name(s): |
| Permanent address (inc postcode): | **Telephone nos**:Home:Work:Mobile: |
| National Insurance No. | Email: |

|  |
| --- |
| **Declaration:**I certify, that to the best of my knowledge, the information I have given on this form and in the supporting statement is correct. I understand that in the event of my appointment, any inaccuracy or omission coming to light may disqualify me from employment and render me liable to dismissal. Signed: Date:If you are submitting your application by email please tick here to acknowledge the statement above  |

Please return your completed Application Form and Equal Opportunities Monitoring Form to recruitment@oasiscommunityhousing.org or post to:

HR Manager

Oasis Community Housing

7-8 Delta Bank Road

Metro Riverside Park

Gateshead

NE11 9DJ

|  |
| --- |
| **Eligibility to work in the UK**Are you eligible to work in the UK? □ Yes □ NoIf you are shortlisted for interview you will be required to bring documentation to demonstrate your eligibility to work in the UK. |
| **Safeguarding Children and Vulnerable Adults**To your knowledge, have you ever had any allegations made against you relating to the safeguarding of children or adults at risk which has been reported to and investigated by Social Services and/or the Police?□ Yes □ NoIf YES, we will need to discuss this with you. |
| **Criminal Convictions**Do you have any convictions, cautions, reprimands or final warnings that are unspent or not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? □ Yes □ NoAre you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?□ Yes □ NoIf YES to either question, please give details (Continue onto a separate sheet if necessary).Depending on the role you may be required to apply for a Disclosure and Barring Service (DBS) Enhanced Disclosure before any offer of employment can be confirmed.The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. The DBS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. |
| **Motoring information**Do you hold a current full driving licence? □ Yes □ NoDo you own or have access to a car? □ Yes □ NoIf you are required to use your vehicle for business purposes it will be necessary for you to have appropriate insurance cover that includes travel in the course of your work. You will be required to fund this at your own expense and we will ask for a copy of your insurance certificate as evidence. |
| **Special Requirements**Please specify any special requirements or equipment which may assist you to participate in the recruitment / interview process.  |
| **Data Protection*** We take our obligations under data protection legislation seriously. These require us to explain how the data you provide on the application form and any other data which may be created in connection with your application may be used.
* The information you provide on this form, together with that obtained from other relevant sources will be used to process your application for employment. The personal information will also be used in a confidential way to help us monitor the effectiveness of our recruitment processes and the data will be anonymised.
* We may also be used the information if there is a complaint or legal challenge relevant to the recruitment process.
* Any data about you will be held in securely with access restricted to those who need it in connection with dealing with your application and selection.
* If your application is successful and you become an employee of Oasis Community Housing the information will be used for the administration of your employment and payroll and to provide you with information about the organisation.
 |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College, University or other institution attended | Date from | Date to | Course details | Qualifications gained |
|  |  |  |  |  |

Please give details of any other training or courses attended since leaving school.

|  |  |
| --- | --- |
| Course | Date / Length |
|  |  |

Please give details of any membership of professional/technical bodies you may have.

have.

**Present Employment (current or most recent)**

|  |
| --- |
| Employer’s name and address  |
| Nature of employer’s business: |
| Present salary: Notice period: |
| Date from: Date to: |
| Position held: |
| Outline your main duties and responsibilities and reasons for wanting to leave: |

 **Previous Employment**

Please give details of full and part-time work both paid and unpaid (eg volunteering) you have undertaken (this includes Saturday and holiday jobs). Continue onto a separate sheet if necessary. Please list in order with the most recent first.

|  |  |
| --- | --- |
| Employer’s name and address |  |
| Type of business |  |
| Position held |  | Final Salary: |
| Main duties and responsibilities |  |
| Reason for leaving |  |
| Dates employed from / to | From:  | To:  |

|  |  |
| --- | --- |
| Employer’s name and address |  |
| Type of business |  |
| Position held |  | Final Salary: |
| Main duties and responsibilities |  |
| Reason for leaving |  |
| Dates employed from / to | From:  | To:  |

|  |  |
| --- | --- |
| Employer’s name and address |  |
| Type of business |  |
| Position held |  | Final Salary: |
| Main duties and responsibilities |  |
| Reason for leaving |  |
| Dates employed from / to | From:  | To:  |

|  |  |
| --- | --- |
| Employer’s name and address |  |
| Type of business |  |
| Position held |  | Final Salary: |
| Main duties and responsibilities |  |
| Reason for leaving |  |
| Dates employed from / to | From:  | To:  |

**Time Unaccounted For**

Please give details of any time not already accounted for above (including unemployment).

|  |
| --- |
|  |

**Oasis Community Housing Values and Ethos**

Each of our core values comes from an element of the Christian faith, reflected in the work and life of Jesus. We seek to reflect these in our work.

OCH is comprised of staff and volunteers from all faiths or none and never seeks to impose its beliefs on anyone, but does require all employees to understand and sympathise with the Christian ethos and values of the organisation and commit to embedding these values within their work.

How would you seek to incorporate the OCH ethos and values into your working practice?

|  |
| --- |
|  |

**Supporting Statement**

Please write a supporting statement below, or attach a separate sheet, of **no more than 2 sides of A4 in Arial 11** indicating:

1) Why you want this particular post

2) What qualities and experience (in a paid or unpaid) you can bring to the post.

3) Any further information about your experience which has not been covered elsewhere in this Application Form and that is relevant to this post

**References**

Please give the names of at least two referees. **One should be from your current or most recent employer (if applicable)**. If that is not possible, please explain why. None of the referees should be related to you.

**1st Referee (current or most recent employer)**

Name:

Address:

Postcode :

Email address (essential):

Telephone no (essential):

Relationship:

**2nd Referee (previous employer or personal contact in a formal capacity, eg youth worker, church leader)**

Name:

Address :

Postcode:

Email address (essential):

Telephone no (essential):

Relationship:

If you are applying for a role holding an Occupational Requirement for the postholder to be a committed Christian (as stated in the Job Description) please also provide a 3rd referee such as your minister/church leader. Otherwise leave this blank.

**3rd Referee**

Name:

Address:

Postcode :

Email address(essential):

Telephone no (essential):

Relationship:



**Equal Opportunities Monitoring Form**

**To be completed by the applicant**

|  |  |
| --- | --- |
| Application form for the post of: |  |

We are committed to Equality of Opportunity in respect of our recruitment and employment practices to ensure that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

It is important for us to monitor the effectiveness of our Equality & Diversity Policy. We would like you to assist us in this by completing the form attached.

This information is confidential and its sole use will be for monitoring purposes only.

**This form will not be used in either the short-listing or appointment process and will be separated from your application on receipt.**

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

**Gender:**

□ Male □ Female □ Non-Binary □ Prefer not to say

(If you are undergoing gender reassignment, please use the gender you identify with)

**Age:**

□ 16-17 □ 18-25 □ 26-35 □ 36-45 □ 46-55 □ over 56

□ Prefer not to say

**Race/ethnic origin:**

Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below:

(A) White □ British

 □ Irish

 □ Any other white background

(B) Mixed □ White & Black Caribbean

 □ White & Black African

 □ White & Asian

 □ Any other mixed background

(C) Asian or Asian British □ Indian

 □ Pakistani

 □ Bangladeshi

 □ Any other Asian background

(D) Black or Black British □ Caribbean

 □ African

 □ Any other black background

(E) Other Ethnic Groups □ Chinese

 □ Any other ethnic group (please give details)

 □ Prefer not to say

**Religion or Belief:**

Please describe your religion or other strongly-held belief.

I would describe my religion or belief as: .................................................

I have no particular religion or belief □

Prefer not to say □

**Sexual Orientation:**

□ Heterosexual /straight □ Gay man □ Gay woman/lesbian

□ Bisexual □ Asexual □ Prefer not to say

□ Other…………………………..

**Disability:**

The Equality Act 2010 defines disability as “a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.” An effect is long term if it has lasted, or is likely to last, more than 12 months.

In these terms, do you consider that you have a disability?

 □ Yes □ No □ Don’t know □ Prefer not to say

**Experience**

Do you have any lived experience of homelessness?

□ Yes □ No □ Prefer not to say

How did you hear/learn about this vacancy?

Do you know anyone currently working for Oasis Community Housing?