# Logo, company name Description automatically generatedOak Tree Housing Association Ltd

40 West Stewart Street

Greenock

PA15 1SH

##### Tel: 01475 807000

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CV’s will not be accepted.**

The information that you supply in this application form will enable the selection 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 the first two pages and last page **will not** be shown to the shortlisting panel.

**When completed this form should be returned, by email to:** [**recruitment@oaktreeha.org.uk**](mailto:recruitment@oaktreeha.org.uk)

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| **Application For Employment** | | |
| **Application for the Post Of:** | **Lead Housekeeper (Part-time)**  **10 hours per week over 5 days Monday to Friday** | |
| **Closing Date:** | **5pm, Monday 13th January 2025**  Applications received after this time **will not** be considered | |
| Surname: | | First Name: |
| Address for correspondence: | | Your telephone number (on which a message may be left): |
| Email Address: |

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| **Equality Act 2010** |
| We are committed to being an equal opportunities employer and do not discriminate in any way.  For the purposes of making arrangement for interview, please can you let us know if you consider yourself to have a disability?  Yes / No  If you consider yourself to have a disability, please detail any arrangements that we can make for you if you are called for interview: |
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| **Referees** | |
| Please give details of two referees (one at least of whom should be your present or most recent employer. They should be qualified to comment on your ability and experience for this appointment and should include a reference from your current line manager). Oak Tree Housing Association does not accept references from family members. | |
| 1.   |  |  | | --- | --- | | Name |  | | Job Title |  | | Company |  | | Address |  | |  |  | | Postcode |  | | Tel No |  | | Email |  | | 2.   |  |  | | --- | --- | | Name |  | | Job Title |  | | Company |  | | Address |  | |  |  | | Postcode |  | | Tel No |  | | Email |  | |

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| Do you possess a full current Driving Licence?Do you have access to a car for work purposes?Are you insured for business purposes? | Yes / No  Yes / No  Yes / No  *Please delete as appropriate* |

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| **Declaring Personal Interests** | |
| You are required to declare any connection with an existing Oak Tree Housing Association employee or Board member.  Please state if any person in Group 1 below, or anyone in Group 2 with whom you have regular contact, is an employee or Board member.  This will not necessarily preclude you being employed by Oak Tree Housing Association but we need to be aware of these connections to avoid any conflict of interest on anyone’s part and to ensure an open and fair recruitment process. | |
| **Group 1**  **Members of your household** | **Group 2**  **Partner, relatives and friends** |
| This includes:   * Anyone who normally lives as part of your household (whether related to you or otherwise), * Those who are part of your household but work or study away from home. | This includes:   * Your partner (if not part of household), * Your relatives and their partners, * Your partner’s close relatives (i.e. parent, child, brother or sister), * Your friends, * Anyone you are dependent upon or who is dependent upon you. |
| Please provide details as necessary: | |

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| **Secondary Education (please list subjects passed)** | | |
| Subjects Studied | Qualifications Obtained | Grade |
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| Further Education | | | | | | | | | |
| University or Further Education Establishment | | | | Course(s) & Subjects Studied | | | | Degrees, Diplomas Certificates Obtained | |
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| Professional Qualifications | | | | | | | | | |
| Name of Awarding Body | | | | | Qualifications Obtained, Membership of Professional Institution etc. | | | | |
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| **Training Courses**  (Please give details of any relevant short courses or training undertaken) | | | | | | | | | |
| Course(s) Undertaken | | | | | Provider(s) | | | | |
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| **IT Skills**  (Please detail your skills & experience) | | | | | | | | | |
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| Employment History | | | | | | | | | |
| Present or most recent employment | | | | | | | | | |
| Date From | Date  To | Name and Address of Employer | | | | Position Held | | | Salary & other benefits/payments |
|  |  |  | | | |  | | |  |
| per annum |
| Full Details of Duties/post (please use an additional sheet if required) | | | | | | | | | |
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| **Employment History (in order of most recent post first)** | | | | | | | | | |
| Name & Address of Previous Employer(s) | | | From Month/Year | | To Month/Year | | Position Held, Main Duties and Reason for Leaving | | |
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| **Why are you applying for the Lead Housekeeper (Part-time) post at Oak Tree Housing Association?** | |
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| **Oak Tree 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 these. 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.** | |
| **Experience, Knowledge & Skills** | **Evidence** |
| Cleaning/Housekeeping experience. |  |
| Staff Supervision. |  |
| Working as part of a team and on own initiative. |  |
| Building effective relationships at work. |  |
| Communication skills. |  |
| Organising / Planning Workload and giving instructions. |  |
| Customer Service. |  |
| Understanding of the commitment to the principles of Equality, Diversity, and Inclusion. |  |
| **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.** | |
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| Declaration | |
| In making this application for employment with the Association, I confirm that the answers to the questions and the information I have given in this application form 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 |  | |

**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 being made.

**Immigration, Asylum & Nationality Act 2006**

The Immigration, Asylum & 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**

*Please delete as appropriate*

**Confirmation of Qualifications**

If shortlisted, you will be required to provide the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**Canvassing**

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

**General Data Protection Regulation**

The information that you provide us with for the purposes of recruitment and selection shall be processed in accordance with the General Data Protection Regulation and stored confidentially and disposed of confidentially after 6 months have elapsed where an offer is not made, unless you request it be removed sooner. Our Data Protection Policy can be found on our website [www.oaktreeha.org.uk](file:///C:\Users\local_gboyle1\INetCache\Content.Outlook\5GBSURLT\www.oaktreeha.org.uk).