**MANNINGHAM HOUSING ASSOCIATION JOB APPLICATION / PERSONAL DETAILS FORM**

In order that we can monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community, we have designed this application form with the intention of separating the information given to the recruiting manager on confidential record of your name, your referees, where you obtained information about the vacancy you applied, any unspent criminal convictions for and information about the protected characteristics within the Equality Act 2010 for equality and diversity monitoring. To assist us in this, it would be helpful if you would take the time to complete this questionnaire in full and return it by email to [recruitment@manninghamha.co.uk](mailto:recruitment@manninghamha.co.uk)

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| **POST APPLIED FOR** |  |

**YOUR DETAILS**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **FIRST NAME:** |  | | | **LAST NAME:** |  |
| **HOME ADDRESS:** |  | | | | | | |
| **HOME PHONE NUMBER:** |  | | | **MOBILE:** |  | | |
| **EMAIL:** |  | | | | | | |
| **NATIONALITY:** |  | | | | | | |
| **RIGHT TO WORK STATUS** | DO YOU NEED A VISA TO WORK IN THE UK? ☐ YES ☐ NO  If yes, please indicate your right to work status (e.g. permanent right to reside, indefinite leave to remain) | | | | | | |

**YOUR REFEREES**

*Please include the details of two referees , one should be your last employer or have known you in a professional capacity (even if this was some time ago).*

**REFEREE 1 REFEREE 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF REFEREE:** |  | **NAME OF REFEREE:** |  |
| **EMAIL ADDRESS:** |  | **EMAIL ADDRESS:** |  |
| **TELEPHONE NUMBER:** |  | **TELEPHONE NUMBER:** |  |
| **RELATIONSHIP:** |  | **RELATIONSHIP:** |  |
| **JOB TITLE:** |  | **JOB TITLE :** |  |
| **ORGANISATION** |  | **ORGANISATION** |  |

**Rehabilitation of Offenders Act (1974)**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No

If yes, please give details / dates of offence(s) and sentence :

Please provide any other information below you feel may be of relevance such as:

* The date and circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to this role.

Click or tap here to enter text.

**HOW DID YOU HEAR ABOUT THIS VACANCY?**

|  |  |  |
| --- | --- | --- |
| **PLEASE TICK** | **SOURCE** | **PLEASE GIVE DETAILS** (if applicable) |
| **☐** | **Advert** |  |
| **☐** | **Article** |  |
| **☐** | **MHA Website** |  |
| **☐** | **Other organisation’s website** |  |
| **☐** | **Search engine** |  |
| **☐** | **Social media** |  |
| **☐** | **Talk or other event** |  |
| **☐** | **Word of mouth; friend, colleague etc.** |  |
| **☐** | **Other** |  |

**EQUALITY AND DIVERSITY MONITORING**

1. **Gender** Male  Female  Prefer not to say
2. **Trans Status**

Do you consider yourself to be a ‘Trans’ person? Yes  No  Prefer not to say

1. **Age**

16-24  25-34  35-44  45-54  55-64  65+ Prefer not to say

1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box by clicking on it:

British, English, Northern Irish, Scottish or Welsh  Irish   
Gypsy or Irish Traveller  Prefer not to say   
Any other white background, please specify:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_White and Black Caribbean  White and Black African White and Asian  Prefer not to say  Any other mixed background, please specify:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say    
Any other Asian background, please specify:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background, please specify:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any other ethnic group, please specify:   
Prefer not to say    
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability -** The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

**Do you consider yourself to have a disability according to the definition in the Equality Act?**Yes No  Prefer not to say

**Which of the following options best describes your sexual orientation?**Bisexual  Gay man  Gay woman/lesbian  Heterosexual  Prefer not to say

If other, please specify:

1. **What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say    
If other religion or belief, please specify:

**DISABILITY – REASONABLE ADJUSTMENT**The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees. MHA uses the social model to inform disability action planning. This means concentrating on the environment, removing barriers wherever possible that get in the way of a disabled person from doing their job. Should you be successful in getting an interview do you have any specific needs that we must be aware of?

Should be successful in your appointment to the post, do you require any reasonable adjustments to be put in   
 place?

**MANNINGHAM HOUSING ASSOCIATION JOB APPLICATION  
PERSONAL STATEMENT FORM TO ACCOMPANY CV**

Please fill in and return by email to [RECRUITMENT@MANNINGHAMHA.CO.UK](mailto:RECRUITMENT@MANNINGHAMHA.CO.UK)

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR NAME:** |  | **JOB APPLIED FOR:** | Welfare Benefits & Financial Support Officer |

**PERSONAL STATEMENT / ADDITIONAL INFORMATION**

In this section tell us why you are suitable for the job you are applying for. You need to demonstrate that you have read the job description and personnel specification and **how you meet the essential and (where relevant) / desirable criteria** for this particular post. Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided in full in your CV and limit your information to no more than 1500 words.

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| **Requirements from the Personnel specification** |

**Experience; Practical and Intellectual Skills; Personal Qualities**

Please use the specific questions below to explain in detail how you meet each requirement. The areas have been taken from the Personnel Specification and are the criteria which are being assessed at the application form stage. If you are or have been involved in voluntary/unpaid activities, please also include this information. Please ensure you provide demonstrable examples, enough details to cover each area but keeping your answers succinct.

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| **Requirement No. 1 – Educated to degree level or equivalent experience** |
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| **Requirement No. 2 – Possess a driving licence and have the use of an insured vehicle for work use** |
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| **Requirement No. 3 – Experience of working in the welfare benefit and housing sector or similar services** |
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| **Requirement No. 4 – Experience of working with customer groups and local communities** |
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| **Requirement No. 5 – Experience of writing and presenting reports** |
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| **Requirement No. 6 – Able to interpret and produce statistical data** |
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| **Requirement No. 7 – An understanding and awareness of housing legislation, welfare benefit legislation and best practice** |
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| **Requirement No. 8 – Excellent communication and interpersonal skills, both written and verbal** |
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| **Requirement No. 9 – Able to use IT software relevant to this job role i.e. MS Office** |
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**General Data Protection Regulations – Consent Form for Job Applicants**

In May 2018 the law changed about how companies record, store and use individuals’ personal data. Currently the Data Protection Act 1998 covers how this is managed, but this new GDPR law means we have to change some of our working practices. As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data. We are not planning to transfer your data outside the EEA.

**Your consent is requested**MHA would like your consent to hold personal and special data about you in order that we can process your employment application. You are under no statutory or contractual obligation to provide this data but we may not be able to process your application properly or at all without it. We do not use automated applications / CV scanning software to search for key essential job criteria (e.g. relevant qualifications). The data we wish to obtain and hold (a range of examples provided but not limited to)

|  |  |  |
| --- | --- | --- |
| **Type of Data** | **Why we wish to hold it** | **How long it will be kept for** |
| **Recruitment Data**  Previous employees,  Types of job held at other companies,  Previous salaries,  Skills and qualifications obtained,  CV / application form  Reference info  Right to work documentation | This data will allow us to make a decision on your suitability for the employment/engagement  It will help us to decide if your experience, skills and qualifications are suitable for the post advertised. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months.  If a job offer is made it will be in line with our privacy notice for employees |
| **Equality monitoring data**  Data relating to your racial origin, religion, gender, sexual orientation, etc. that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the make-up of our workforce and job applicants and it allows us to report this information to our Board (on an annual basis) and inform recruitment processes if we believe our workforce does not reflect our customer base and we do not have the correct diversity. | This data will be kept for the duration of this round of applicants and will be anonymised, stored and destroyed after 6 months |

**Agreement to use my data**I hereby freely give MHA consent to use and process my personal data relating to my job application (examples of which are listed above)

I give my consent in line with GDPR and I understand that if I am unsuccessful with my application my data will be destroyed after 6 months unless a request is made sooner.

Name: …………………………………………………………………… Signature: …………………………………………………………………

Date: ……………………………………………………………………..  
 **Any queries with this please contact Jo Phillips, HR & Training Business Partner on 01274 771144  
If you wish to read a more detailed privacy statement please see MHA website and advert documentation**