

Thank you for the interest you have shown in working for the Company. This information is provided to help you complete your application form. Text only, braille or large print version available on request for visually impaired people. If you have any questions about the completion of this form please telephone 01706 273706. Deaf or hearing impaired people using a Minicom contact 01706 924404.

Your application form will be judged solely on its merits. A disabled person meeting the essential criteria for the post will be guaranteed an interview. Where possible, changes will be made to ensure a disabled person is able to carry out the work. The Company operates a no smoking policy in all indoor working areas. Any appointment will be subject to a medical assessment, satisfactory reference and entitlement to work in the United Kingdom.

The Company has a retirement age of 65 years and welcomes applications from any persons under this age. Once in employment, an employee may apply to continue working beyond age 65 in accordance with the Duty to consider procedure.

FILLING IN YOUR APPLICATION FORM

- Applications will be accepted only on the attached form and continuation sheets (if needed). **Please do not send a curriculum vitae (CV).**
- Before you start to complete the application you should read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills and abilities needed.
- **Applications will only be accepted until 16.45pm on the closing date quoted in the advertisement and should be returned to the address below.**

RECRUITMENT MONITORING FORM

- Rochdale Boroughwide Housing is committed to Equal Opportunities in Employment. The Company positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality.
- To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete and sign the form overleaf and return it attached to your application form. It will be removed and used for statistical purposes only. It will not be made available to anyone directly involved in considering your application.

ACKNOWLEDGEMENT AND FEEDBACK

- If you want confirmation that your application has been received please enclose a stamped addressed envelope marked 'ACKNOWLEDGEMENT'. You may also send a stamped addressed envelope marked 'NOTIFICATION' if you want to be told if your application is unsuccessful at the shortlisting stage. **If you want feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please contact the HR Team on telephone no. (01706) 273706 who will direct you to the appropriate person.**
- When you have completed your application form, please return it along with the monitoring form
By Email to :- rbh.jobvacancies@rbhousing.org.uk
Or by post to: The HR Team
Rochdale Boroughwide Housing Ltd
PO Box 69, The Old Post Office,
The Esplanade, Rochdale OL16 1AE

**PLEASE REMEMBER TO COMPLETE THE MONITORING FORM OVERLEAF AND
RETURN IT WITH YOUR COMPLETED APPLICATION FORM**

RECRUITMENT MONITORING INFORMATION

PLEASE INSERT JOB
REFERENCE NUMBER:

Please ✓ or click on the relevant boxes

SOURCE OF APPLICATION

Rochdale Council Vacancy List	<input type="checkbox"/>	National Newspaper	<input type="checkbox"/>
Rochdale Observer	<input type="checkbox"/>	Professional Journal	<input type="checkbox"/>
Heywood Advertiser	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>
Middleton Guardian	<input type="checkbox"/>	Internet	<input type="checkbox"/>
Manchester Evening News	<input type="checkbox"/>	Intranet	<input type="checkbox"/>

GENDER

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Trans male (female to male)	<input type="checkbox"/>	Trans female (male to female)	<input type="checkbox"/>

AGE

Date of Birth:	
Age:	

RACE / ETHNICITY

1. White		2. Asian or Asian British		3. Black or Black British	
1.1	British	<input type="checkbox"/>	2.1	Pakistani	<input type="checkbox"/>
1.2	Irish	<input type="checkbox"/>	2.2	Bangladeshi	<input type="checkbox"/>
1.3	Other white background	<input type="checkbox"/>	2.3	Kashmiri	<input type="checkbox"/>
			2.4	Indian	<input type="checkbox"/>
			2.5	British Asian	<input type="checkbox"/>
			2.6	Other Asian background	<input type="checkbox"/>
4. Mixed			5. Chinese or Other Ethnic Group		
4.1	White and Black Caribbean	<input type="checkbox"/>	5.1	Chinese	<input type="checkbox"/>
4.2	White and Black African	<input type="checkbox"/>	5.2	British Chinese	<input type="checkbox"/>
4.3	White and Asian	<input type="checkbox"/>	5.3	Other Ethnic Group	<input type="checkbox"/>
4.4	Other mixed background	<input type="checkbox"/>			

DISABILITY

Do you consider yourself to have a disability? (a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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CARING RESPONSIBILITIES

I look after children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I help an adult with his/her daily routine	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

RELIGION OR BELIEF

Christian (includes Church of England, Catholic, Protestant & all other Christian denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	None	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Any other religion (please indicate)	<input type="checkbox"/>

SEXUAL ORIENTATION

Please ✓ or click on one of the following categories:					
Gay Women / Lesbian	<input type="checkbox"/>	Gay man	<input type="checkbox"/>	Bisexual (attracted to people of both sexes)	<input type="checkbox"/>
Heterosexual / Straight	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>

DATA PROTECTION ACT 1998

I consent to the data on this form being used for statistical purposes to assist RBH in the monitoring of equal opportunities.	
Signed:	Date:

**COMMITTED TO PROVIDING EQUAL OPPORTUNITIES
AND QUALITY SERVICES FOR ALL**



APPLICATION FORM

FOR OFFICE USE

Please complete or type this form in BLACK INK

Application for the post of
Grade:

Job ref no:

PERSONAL DETAILS

Surname	Address
Initials	
Telephone No. (Home / Mobile)	
Telephone No. (Work)	
Email address	
National Insurance No.	
	Post code

APPLICANTS WITH DISABILITIES

The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day-to-day activities. There is no longer a requirement to be registered disabled.

Applications from suitably qualified disabled people are positively welcomed. Any disabled person meeting the essential requirements of the person specification will be guaranteed an interview.

Do you consider you have a disability? Yes No

Please ✓ or click on the box which applies to you

EARLY RETIREMENT/VOLUNTARY REDUNDANCY

The Company has a policy with timescales on the engagement of persons granted early retirement, ill-health retirement or redundancy. Please ✓ or click on the box that applies to you

Yes, my employment has ended under such circumstances No

If yes, name of employer

If so, was this compulsory or voluntary

No. of weeks' redundancy pay received, if any

Date of retirement/redundancy

Are you in receipt of an occupational pension from the Local Government Pension Fund? Click on the appropriate box. Yes No

Please be aware you may be contacted to discuss this further

**COMMITTED TO PROVIDING EQUAL OPPORTUNITIES
AND QUALITY SERVICES FOR ALL**

EMPLOYMENT HISTORY

1. Present/last employer

Employer's name and address 	Job Title Salary/wage Notice required Date left (if applicable) Reason/s for leaving (if applicable)
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Previous employment

Please list below all your other jobs since leaving school/college/university, including those overseas, with the most recent first.

	Name and Address of Employer	Job Title	Reason for Leaving
2.			
3.			
4.			
5.			
6.			
7.			

Continue on separate sheet if required

UNPAID/VOLUNTARY EXPERIENCE

The skills and experience set out in the person specification do not necessarily have to be gained through paid work experience. It is therefore important that you tell us about any other experience relevant to the job (e.g. voluntary work, unpaid work).

Name or Organisation	Experience Gained	Hours Per Week

REFERENCE

You must not name elected Councillors of Rochdale Metropolitan Borough Council or members of the Board for Rochdale Boroughwide Housing as your referee. A reference will also not be accepted from a relative or person acting in the capacity as a friend or personal referee.

If you are self employed or have never been employed you should name someone who can comment on your suitability for this post. If you have been in full/part time education your referee should be your Head Teacher, Teacher or Tutor. You may wish to advise your referee that they could be required to provide a reference.

If you are in employment your referee must be your current employer.

If you are unemployed your referee must be your last employer, a person who knows you as a helper or volunteer or in any other professional capacity, for example, a New Deal Adviser.

Name, job title and address of referee
E mail address:
Daytime telephone no.
May we contact your referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

QUALIFICATIONS AND TRAINING

The Person Specification for the job will tell you which qualifications are essential and desirable.

You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of your qualifications at interview. Relevant National Vocational Qualifications and Apprenticeships should be included in this section.

School, College, University	Subject	Qualification obtained	For Office Use Only Checked

NON-QUALIFICATION/TRAINING COURSES

Title of Course	Length of Course	Organising Body

MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES OR ASSOCIATIONS

Body	Status of Membership	Membership/ Registration No	Membership by Exam? Yes/No

HOW YOU MEET THE PERSON SPECIFICATION

This is one of the most important parts of the application form and should be planned carefully

You should provide details in relation to both the essential and desirable criteria for the post as both are used to shortlist. However, if the Person Specification says an essential skill or experience will be identified from the application form, you must say in this section how you meet the requirement. You can only be considered for interview if you show how you meet all the essential criteria listed.

Use the Person Specification to help you pick out the relevant parts and organise the information concisely, focusing on how you meet the job requirements. It is not enough to simply state that you meet the criteria – you should explain how you meet the criteria, giving examples from your previous paid or unpaid/voluntary experience. For example, if “IT Skills” is an essential requirement and you use a personal computer at home or work you may say “I have experience of using word processing and spreadsheet packages (Word and Excel) to write letters and manage my finances and can use the Internet and send e-mails”. You might find it useful to organise your information under the headings used in the Person Specification.

You must state on your application form that you can meet and carry out any Special Conditions of Service detailed on the Person Specification.

Please keep additional pages if attached to no more than 2 extra sides of A4 (Ariel Pt 11 if typed)

HOW YOU MEET THE PERSON SPECIFICATION (CONT'D)

Empty response area for detailing how the person specification is met.

DECLARATIONS

1. Are you related to or the partner of:-

(click as appropriate)

- | | | | |
|----|--|------------------------------|-----------------------------|
| a) | any Councillor of Rochdale Metropolitan Borough Council? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) | any employee of Rochdale Boroughwide Housing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) | any member of the Board of Rochdale Boroughwide Housing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please print their name(s) and relationship to you:

**FAILURE TO DECLARE ANY RELATIONSHIPS OR PROVIDE ANY FALSE INFORMATION
MAY LEAD TO DISQUALIFICATION FOR APPOINTMENT OR TO DISMISSAL**

2. The information I have given on this form is true and accurate to the best of my knowledge.
3. I have read, or had explained to me and understand, all the questions on the form.
4. I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.
5. I understand that:-
 - a) If I am appointed, it will be to a specified post, but I may later be liable to serve in any post which is suitable for the grade at any other place of work that the Company may require.
 - b) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) I understand that I will be asked to declare in writing whether I have been convicted of any offences in a Court of Law and if so to provide details of the offence(s). I understand that failure to disclose such convictions may result in dismissal or disciplinary action by the Company.
 - c) Under legislation for the Protection of Children and Vulnerable Adults (if it applies to the post for which I am applying), if successful, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. I understand that a criminal record will not necessarily debar me from employment with the Company.
 - d) In accordance with the Data Protection Act the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful.

Signature _____

Date _____