

APPLICATION FOR EMPLOYMENT

Please complete all sections of this form in black. Note that pages 1 – 3 will be detached and not seen by those involved in shortlisting. If you are completing this form electronically you may edit the layout as long as all the information requested is given and clearly set out. You should show your suitability for this job in line with the information provided in the job description and person specification, giving examples, which may be taken from experience gained outside of paid employment. You may use additional sheets if you need extra space, but do not include your name on these.

**Job Title:** Specialist Housing Navigator

**Personal information**:

Surname: Title: Forenames:

Permanent Address (including post code): Contact Address (if different):

Daytime telephone no: Evening telephone no:

Mobile telephone no: Email:

Are you over 18? (please ring as appropriate) Yes / No

Where did you see this position advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you required to have a visa or work permit to be employed in the UK? Yes / No

If yes, please give details including the expiry date of any visa / permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have specific requirements relating to equal opportunities? Yes / No

If you have any particular requirements you may wish to give details in a sealed envelope with your name and ‘Special Requirements’ written on it. This envelope will only be opened if you are shortlisted for interview so that we can consider your needs both then and during your employment.

Do you have any criminal convictions? Yes / No

If Yes, please give details on a separate sheet of paper in a sealed envelope. Please also disclose any ongoing police investigations and pending prosecutions. Such a disclosure will not necessarily be a bar to employment with One25 and will not result in you being treated unfairly.

Are you available for interview on the date(s) given? Yes / No

If no, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appointed, when could you start with One25? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage that we may apply for a reference. We will not confirm an appointment until satisfactory references have been received.

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| --- | --- |
| Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? | Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? |

**Declaration**I confirm that to the best of my knowledge the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and / or computerised filing system in line with Data Protection legislation until the post for which I am applying has been filled.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application form, marked "Private and Confidential" to:

The Executive Assistant (HR)  
One25 Limited  
The Grosvenor Centre  
138A Grosvenor Road  
St Pauls  
Bristol  
BS2 8YA

Or as an email attachment to jobs@one25.org.uk using .doc or .rtf format.

**Employment history**

Give details of your employment history starting with your current or most recent employer and working backwards. Please account for any gaps in your employment history. If you have not worked before, or if you have been out of work for some time, please describe how you have gained relevant experience for your application.

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| --- | --- | --- | --- |
| Employer's name and type of business: | Dates employed  (month / year): | Job title and main duties: | Reason for leaving: |
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**Professional Association Membership**

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| --- | --- | --- |
| Name of Professional Association: | Year joined: | Grade / level: |
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**Education and Qualifications**

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| --- | --- | --- | --- |
| Place of study: | Dates: | Qualifications: | Subjects: |
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**Training**

Give details of any training you have had which is relevant to the job that you are applying for. Include any on-the-job training as well as formal courses.

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| --- | --- | --- |
| Title of training and brief description: | Date (approx): | Length of course: |
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**These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of Specialist Housing Navigator.**

In the following boxes please provide a summary of how your Experience and Skills, Knowledge & Abilities fulfill the requirements of the person specification for the role. You should focus on providing evidence and examples which demonstrate your suitability against the requirements of the Person Specification in relation to this role.

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| --- |
| 1. What experience do you have of working with women with complex needs such as drug addiction, mental / physical health issues, domestic and sexual violence and homelessness? Illustrate your answer with examples. |
| 1. Building rapport and trust is very important in this role. Tell us about a time where you had to persevere and adapt your approach to establish a relationship with a hard to reach service user. |
| 1. Tell us about your ability to manage complex behaviours and to deal with people who may be in a difficult personal or emotional situation. |
| 1. Can you give an example of when you empowered an individual to make positive changes and supported them to address their needs and realise their aspirations? |
| 1. Tell us about a situation where you successfully supported a client in a housing crisis situation? Describe the situation, tell us the challenges you had to overcome, tell us what you did and what was the outcome? |
| 1. Tell us about a situation where you had to think on your feet in a pressurised environment? Describe the situation; tell us what you did and what was the outcome? On reflection, what might you have done differently? |
| 1. This role requires the ability to build positive relationships with a wide range of people including representatives of other agencies such as local authorities and statutory services. Can you give an example of when you supported a service user which required you to work with other agencies? How do you manage the challenge of working with other agencies? |
| 1. Can you tell us about your administrative and IT skills and the ability to use electronic systems to input and retain accurate records? |
| 1. One25’s work is very intensive and workers need to be resilient and aware of their own welfare. What coping techniques and strategies do you employ? |
| |  | | --- | | 1. Can you tell us about your experience of designing and delivering training sessions and / or providing specialist advice to other professionals and agencies? | |