

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:** Housing Caseworker

**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.

|  |  |
| --- | --- |
| 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:

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 .rtf or .pdf 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. Expand these boxes and add as necessary.

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

|  |  |  |
| --- | --- | --- |
| Name of Professional Association: | Year joined: | Grade / level: |
|  |  |  |

**Education and Qualifications**

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

**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.

|  |  |  |
| --- | --- | --- |
| Title of training and brief description: | Date (approx): | Length of course: |
|  |  |  |

These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of Housing Support Caseworker. When you answer them draw on all relevant aspects of your education and experience, including paid employment and unpaid work, to demonstrate how your skills and experience match the requirements of this job. Please answer all parts of the questions.

We expect approximately 400 - 500 words for questions 1 & 2 and 300 - 400 words for questions to 2 – 9. Question 10 is up to you.

|  |
| --- |
| 1. Why are you interested in working for One25 in the role of Housing Caseworker? And why do you think you would be a good candidate for 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, and / or homelessness? Illustrate your answer with examples.
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| 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?
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| 1. Can you give an example of when you supported a client which required you to work with other agencies? What do you see as the challenges and benefits of working with other agencies?
 |
| 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. 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. 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 service user?
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| 1. One25’s services are run by staff and volunteers. How do you think working with volunteers might be different from working with staff?
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| 1. In what circumstances would you be required to break client confidentiality? Please illustrate with an example.
 |
| 1. Tell us any about any other experiences or skills that you have that you think will equip you for this role.
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**Please scroll down for application task**

**Application Task**

Please write the answer to this task below. For guidance we would expect the average candidate to spend no more than 1 hour on this section of the application – but this may vary depending on your experience.

**Background information for the task**

Louise is in her early 20’s. She has accessed the One25 van almost every night for the past month and slowly she’s started to open up to the team. She said she had come to Bristol from Swindon and that she wanted to stay here because her sister lives here. After spending a few nights with her sister, she had been kicked out and was now homeless. She told the van team that some nights she has been sleeping in a bin chute behind a block of flats in Fishponds. One night she tried the mixed night shelter but it was full and she had felt intimidated by a group of men outside. She said that until a few months ago she had been off drugs and doing really well, but when she had found out her biological Mum had died she went off the rails and started injecting again. She had got mixed up with the wrong crowd and left Swindon to try and straighten up. For some reason her benefits stopped when she got to Bristol and with absolutely no money and an escalating habit, Louise found herself working the street. Louise doesn’t know much about Bristol but has said she definitely doesn’t want to go back to Swindon and desperately wants help here. She’s worried that she hasn’t had her medication for over a month, but didn’t specify what it was. The van team have told her about you as the Housing Support Caseworker, and she’s keen to come into drop in. So far she hasn’t been in.

It is Tuesday morning

You have been given a copy of a note from last night’s van records. The van team saw Louise. She said that’s she wants to come into Drop-in and get some help finding accommodation. Its been below zero for the last few nights and so she has been staying in a crack house but she feels very unsafe there. She has given the van team her mobile phone number and asked that someone call her in the morning to arrange to collect her as she has no money to get a bus to get to Drop-in.

1. What issues would you consider before you call Louise.
2. Should Louise meet with you, what action plan might you make with her going forward?