

**Digartref Ltd**

***Application for Employment***

**Please complete this form electronically or using black ink. Applications should be written clearly. The information you provide on this form is the only information that we will use to decide whether you are short-listed for an interview, CV’s will not be considered. It is therefore important that you provide as much relevant information as possible and refer to the Person Specification provided. The front sheet will be removed prior to short-listing.**

**Please return this form to: Owen Jones, Holyhead Enterprise Centre, Holyhead, Anglesey, LL65 2HY or email to** **HR@digartref.co.uk**

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| ***Office Use only: Job Title: Senior Support Worker – Bangor*** |
| ***Job Reference: DIG/SSW*** | ***Applicant reference:*** |

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| **Personal Details:** |
|  **Surname:** |  | **First Name(s):** | **Title:** |
| **Address:** |  |
|  | **Post code:** |
| **Telephone number:**  | **Day:** | **Evening:** |
| **Email address:** |
| **Where did you hear about the job:** |
| **References:** |
| **Please provide details of two referees who can provide a reference to confirm your present and previous work experience (these must cover the last 5 years of your employment history). If you have not worked previously, please provide two suitable people to contact (these should not be family/spouse or partner). If you are successful these references will be contacted prior to offer of employment.**  |
| **Name** |  |  |
| **Position Held** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Telephone Number** |  |  |
| **Email Address** |  |  |

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| **Education, Qualifications & Training:** |
| **Please list details of education, qualifications and training courses attended. You should also list any courses/training which you are currently undertaking. Please continue on a separate sheet if required.**  |
| **Date** | **School/College/University** | **Qualification gained** |
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| **Date** | **Training course attended**  | **Qualification gained, if any:** |
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| **Are you a member of a professional body: Yes/No****If yes, please provide details:** |
| **Are any of your relatives/close friends either employed by Digartref or accessing a service provided by Digartref Cyf? Yes/No****If yes, please state whom you are related to and what your relationship is.** |
| **Employment :** |
| **Please provide details of other employment you would continue with if you were successful in obtaining this position:**  |

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| **Employment History (details of current or most recent employer)** |
| **Name of Employer:** |  |
| **Address of Employer:** |  |
| **Telephone Number:** |  |
| **Name of person you reported to and their job title**  |  |
| **Position Held by you:** |  | **Salary** | **£** |
| **Date From:** |  | **Date to:** |  |
| **Brief description of duties & responsibilities:** |
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| **Reason for Leaving:**  |
| **Notice required in current post:** |

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| **Previous Employment: Please list in date order your previous employment.** |
| **Name & Address of Employer** | **Job title & description of duties** | **From** | **To** | **Salary** | **Reason for leaving** |
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| **Periods Between Employment: Please note below any period(s) that you were not in employment** |
| **Length of time** | **Reason** |
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| **Personal Statement:**  |
| **Please respond to the following, detailing how your skills, knowledge, experience and achievements meet the requirements of the role, as summarised in the person specification. Please provide evidence and specific examples where possible. The information you give here will be used to determine whether you are shortlisted for interview.****Code: E= Essential****D = Desirable** |
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| **Qualifications and Experience** |
| Experience of working with homeless/ vulnerable people with complex support needs or qualification in Social Care/Housing/Management (E) |
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| Experience of staff management (E) |
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| Experience of providing services for vulnerable people with complex support needs. (E) |
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| Experience of housing management related duties e.g., issuing licences and contracts, void control, rent collection, maintenance of building etc. (D) |
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| Experience in compiling staff rotas. (D) |
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| **Skills and Knowledge** |
| Excellent organisational skills. (E) |
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| Excellent I.T skills and knowledge of Microsoft Office including Word, Excel, PowerPoint, Outlook etc. (E) |
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| Knowledge and understanding of relevant health and safety issues including risk assessments. (E) |
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| Excellent verbal and written communication skills. (E) |
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| Practical problem-solving skills and the ability to make decisions under pressure while dealing with difficult and emergency situations. (E) |
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| Working understanding of equality & diversity. (E) |
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| Knowledge of The Housing Support Grant criteria and framework in Wales (D) |
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| Working knowledge of homelessness issues and homelessness legislation in Wales. (D) |
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| Working knowledge of Welfare Benefits (D) |
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| A working knowledge and understanding of Safeguarding as it relate to the protection of children and vulnerable adults. (D) |
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| **Ability** |
| The ability to work to deadlines, prioritise & organise your own workload as well as that of others. (E) |
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| Ability to deal with sensitive information and problems in a professional and sympathetic manner, maintaining confidentiality (E) |
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| Ability to forge and maintain effective working relationships and partnerships with external organisations and key stakeholders. (E) |
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| **Attitude** |
| Empathy and understanding of issues relating to young people with complex support needs and those affected by homelessness. (E) |
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| Non-judgmental, non-discriminatory approach, being helpful and approachable. (E) |
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| Ability to always maintain professional boundaries/relationships with service users and the staff team. (E) |
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| A commitment to your own personal development and that of your team. (E) |
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| **Other** |
| A full and clean driving licence and access to own vehicle; business use insurance cover (E) |
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| The ability to communicate in Welsh and English or the commitment to learn. (E) |
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| **Please use this space for any other supporting information you wish to add** |
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| ***Job Reference: DIG/*** | ***Applicant reference:*** |

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| **General Information**  |
| **Do you hold a driving licence? If YES please list any endorsements.****Do you have access to a vehicle at all times?**  |  |
| **Are there any restrictions on you taking up work in the UK? (If YES please provide details)** | **Yes/No** |
| **Because of the nature of the work that Digartref does, this post is exempt from the provisions of the Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.****Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)****If YES, please give details:** |

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| **Language Skills – Please tick relevant box** |
| Fluent welsh speakerBasic welsh speaker/learnerCommitment to learn |

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| ***Job Reference: DIG/*** | ***Applicant reference:*** |

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| **Declaration (Please read this carefully before signing this application (this page will be removed when short-listing)** |
| **I confirm that the information that I have given on this form is correct and complete and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.** **I also understand that offer of appointment will be subject to:****1. Satisfactory references being received. If you are successful in your application, your**  **referees will be contacted by email/post prior to employment being offered. They**  **will be required to provide a written reference.****2. Should we require further information and wish to contact your doctor with a view to**  **obtaining a medical report, the law requires us to inform you of our intention and**  **obtain your permission prior to contacting your doctor. I agree that the organisation**  **reserves the right to require me to undergo a medical examination.** **3. I agree that should I be successful in this application, I give permission for Digartref to apply to the Disclosure and Barring Service for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.** **Signed …………………………………………….. Date……………………………………** |

**Digartref Cyf**

**Equal Opportunities Monitoring Form**

You are not obliged to complete this form. However by providing these details, the information we gather allows us to continue to monitor and improve our Equal Opportunities policies and procedures.

The information collected will be kept strictly confidential.

This form will be separated from the application form before the selection process is undertaken so as to ensure a fair and equal process.

1. Post Applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Age?

 16-20 □ 21-25 □ 26-30 □ 31-35 □

 36-40 □ 41-45 □ 46-50 □ 51-55 □

 56-60 □ 61-65 □ 66+ □

1. What is your gender?

 Male □ Female □

 Other □ Prefer not to say □

1. How would you describe your ethnic origin?

 Bangladeshi □ Black African □

 Black Caribbean □ Black Other □

 Indian □ Pakistani □

 Chinese □ Japanese □

 White British □ White Other □

 Other □

6. Do you have any disability or health condition which requires special arrangements in either the recruitment process or in employment?

 Yes □ No □

 If ‘yes’ please provide details

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**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**